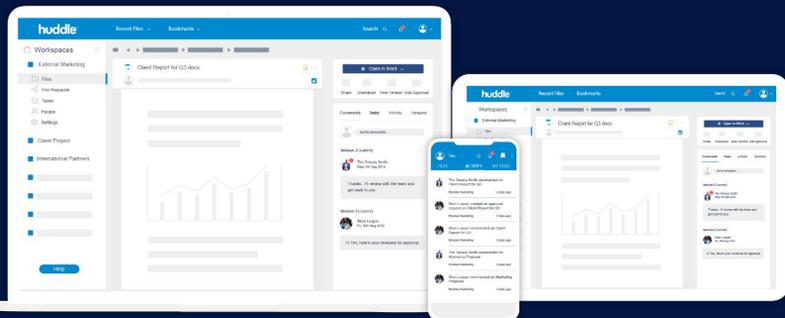


huddle™

User Guide
for FAA's
Drug
Abatement
Division
Program



Welcome to Huddle



Huddle is a highly secure file sharing and collaboration software that you can access in your internet browser. The site is used by the FAA for select external engagements.

The FAA's Drug Abatement Division is using Huddle as a secure web portal for streamlining surveillance and oversight activities. When you are providing drug and alcohol program documents in response to your FAA inspection or investigation, you may upload them to a Huddle 'workspace'. Upon invitation to a Huddle workspace, only you, anyone you give access to in your organization, and the FAA's inspection team will have access to your information.

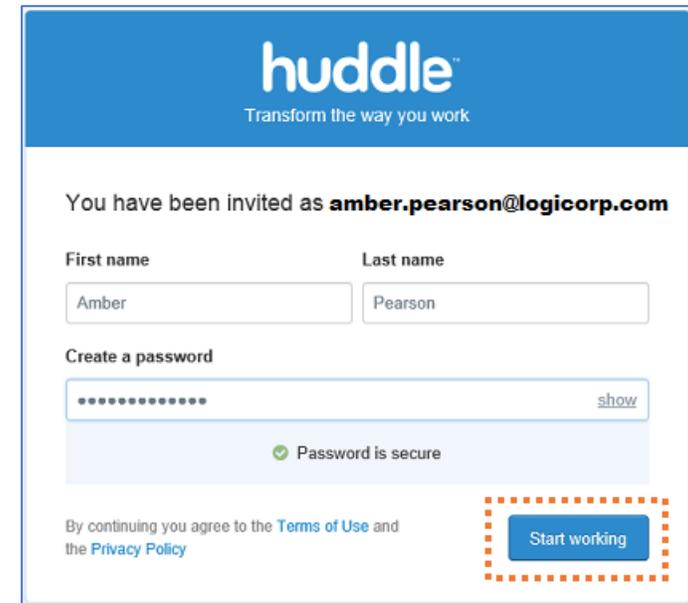
Follow this guide to learn how to get started in Huddle (<https://aam.huddle.com/>).

Accept your Huddle invite

Invite Email: Click the “Join the Team” button from your invitation email. This takes you to your Huddle workspace and prompts you to set up your password.

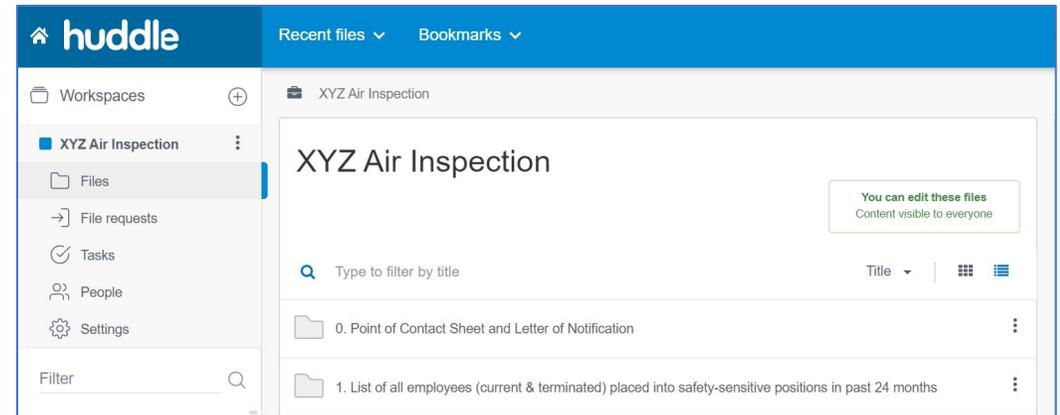
If you did not receive a Huddle invitation, please check your spam / junk folder. If you cannot find it, please contact the FAA inspection lead or Drug Abatement Division at drugabatement@faa.gov.

Create your password: Huddle passwords need to be 8 characters in length. Click “start working”.

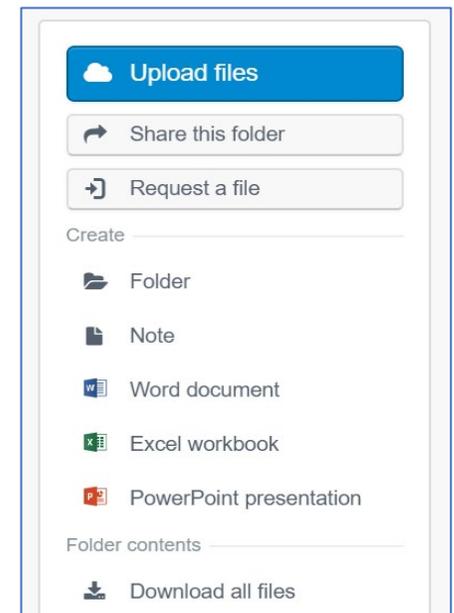


Upload Files

Click on the **'Files' tab**: This will take you to the document library in the workspace where you may choose the appropriate document category (e.g., "Proof of Performance by Safety Sensitive Employees") and begin uploading.



Add a file you have on your computer: Click the blue **'Upload files'** button in the upper right corner while in the folder you would like to include the document(s). Alternatively, you can search for the file(s) in your file explorer to drag-and-drop them anywhere over the folder page to upload.



Additional Assistance

For any questions about the records you upload to Huddle or to request a new Huddle invitation, please contact the FAA inspection lead or Drug Abatement Division at drugabatement@faa.gov.

If you are having technical difficulties or need help using Huddle, please visit the [Huddle Zendesk webpage](#).