

# InciWeb Pre-Season Checklist



- Please bookmark the [InciWeb](#) URL.
- Make sure you have a NESS Application Portal account and know how to use it to log into InciWeb. Review these documents, 'NESS Application Portal (NAP) Log In Instructions' and 'NESS Application Account Request Instructions' located on the [NIFC PIO Bulletin Board](#).
- Make sure you know your NAP username and password. Instructions to reset password and retrieve username is located in a document called, 'NESS Application Portal (NAP) Password Reset and Retrieve Username' on the [NIFC PIO Bulletin Board](#).
- Please review the [Superuser List](#) and notify [Christine Cozakos](#) of any changes.
- Make sure your list of Superusers for your unit is up-to-date in the InciWeb Administrative Site.

The screenshot shows the 'Administration' section of the InciWeb interface. Under 'Superuser Lookup', there is a search bar with 'Boise National Forest' entered and a red arrow pointing to the 'Search' button. To the right, the 'Unit Superusers' list is displayed, showing three entries: Carrie Bilbao, Mallory Eils, and Christine Schuldheisz, each with their respective contact information.

- Make sure your InciWeb users' accounts attached to your unit are not expired. If the account is expired, click on the name and the user's information appears on the right-hand side of the screen under 'Add a New User or Change User Access' table. Change any incorrect information and update the 'Access Expires' date or check the box for 'Never Expires'.

The screenshot shows two parts of the InciWeb interface. On the left, a table titled 'Users Attached to this Unit' lists several users. The 'Expires' column for Aaron Voos, Ada Takacs, and Adrienne Freeman is highlighted in red, indicating expired accounts. On the right, the 'Add a New User or Change User Access' form is shown, with fields for NAP User Name, First Name, Last Name, Email Address, and checkboxes for 'Access Expires', 'Never Expires', and 'Make Superuser'.

**NOTE:**  
Expired  
accounts are  
in red.

For more information or questions:  
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## InciWeb Pre-Season Checklist

- Superusers should make sure old incidents are deactivated or deleted.

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Incident Name	Status	Updated
No filter applied		
Elk Complex	Active	2013-11-08
Little Queens	Inactive	2013-09-23
Ridge Fire	Inactive	2013-09-18
North Fork	Inactive	2013-09-06
Highland	Inactive	2013-08-21
Placer Fire	Inactive	2013-08-18
Boise Lightning Fires	Inactive	2013-08-10
Pine Creek Fire	Inactive	2013-07-29
Fraiser Creek Fire	Inactive	2013-07-15
Lime Creek Fire	Inactive	2013-07-05

**NOTE: Click on an incident to display the 209 screen and select the 'Delete Incident; or 'Deactivate Incident' button.**

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[Welcome](#) | [Unit Selection](#) | [Unit Home](#) | [New Incident](#) | [Twitter](#) | [Administration](#)

[User Profile](#) | [Superuser Lookup](#) | [Manage Access](#) | [Manage Unit](#) | [Manage Neighbors](#) | [User Support](#) | [Manage States](#) | [Notify Users](#)

Unit successfully detached

**Your Available Neighboring States and Units**

Your State:

Select units from:

Attach the neighbor unit:

**Your Attached Neighbor States and Units**

Name	Type	Action
MONTANA	state	1 unit(s)
NEVADA	state	<input type="button" value="Detach"/>
UTAH	state	1 unit(s)

- Check with your unit's Public Affairs Officer or Public Information Officer to make sure the unit you're working on is in InciWeb. If you need to add your unit to InciWeb, contact the [Interagency Incident Applications Helpdesk](#) at (866) 224-7677.

For more information or questions:  
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