

## Helpful InciWeb Tips for ADs



Instructions for ADs requesting Ness Application Portal (NAP) Accounts to create/edit incidents in InciWeb.

When ADs request a NAP account they will be asked to provide an organization unit and/or agency. In these boxes ADs need to enter the organizational unit they are hired through. Often this is a dispatch office. NAP will accept whatever you type in the “Organizational Unit” and “Agency” boxes even if your unit/agency does not populate automatically.

NOTE: Please refer to the document [Ness Application Portal \(NAP\) Account Request Instructions](#) for the complete instructions on requesting a NAP account.

**Request User Account** [X]

User Information | Applications Requested | Identity Verification | Summary

**1 Step 1 - Enter User Information**

First Name: \*  Office Number: \* ( ) - Ext:

Middle:  Mobile: ( ) -

Last Name: \*  Fax: ( ) -

Job Title:  E-Mail: \*

Employee Type: \* Permanent/Full-Time

Enter all or part of your Organizational Unit name. For example:  
Pacific Ranger District or Pacific or Ranger District  
Willamette National Forest or Willamette or National Forest.

Organization Unit: \*  Search Organizations...

Agency:  Search Agencies...

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Are government email addresses required for NAP and InciWeb?

Any email –government or non-government – work in NAP and InciWeb.

Does an AD need a government computer to access NAP to create and edit Incidents in InciWeb?

The Ness Application Portal (NAP) can be accessed from any computer that has flash player installed. This can be a personal or government-issued computer. Make sure flash player is installed on your computer before using the NAP.

Is there training available to learn the InciWeb Administrative site?

There is a train-the-trainer document posted on the InciWeb page on the [National Interagency Fire Center \(NIFC\) PIO Bulletin Board](#) that walks a user through how to create and edit an incident in InciWeb.