Logging in to the InciWeb Administrative Site through NAP (NESS Application Portal)

To log in to the InciWeb Administrative Site through NAP, you must have a NAP username and password. You cannot log in to the InciWeb Administrative Site through NAP using the username and password that you used to log in to the previous InciWeb Administrative Site or any other username and password. Instructions on how to obtain a NAP username and password are posted on the NIFC PIO Bulletin Board at http://www.nifc.gov/PIO_bb/inciweb.html in a document titled "Ness Application Portal (NAP) Account Request Instructions."

If you have questions, or need more information, about logging in to the InciWeb Administrative Site through NAP, contact the Interagency Incident Applications Helpdesk at (866) 224-7677 or helpdesk@dms.nwcg.gov.

Note: Many users have trouble seeing the entire NAP screen. If you have trouble seeing some of the buttons or links mentioned in these instructions, please try adjusting your monitor/browser settings; clicking the "Page" button on your browser tool bar and selecting "Compatibility View"; opening the cover of your laptop if you are working on a docking station; using another browser or computer; or clicking and dragging the NAP screen. If you find another solution that works, please let us know so we can incorporate it in these instructions!

Step 1: Go to the InciWeb internet site at **http://inciweb.nwcg.gov** and click [Log In] on the bottom right side of the screen (or go directly to NAP at **https://nap.nwcg.gov/NAP/**). The NAP loading screen may run for a little while please be patient.

Directions continue on next page

Step 2: Read the Government Warning and click [Accept] in the lower right-hand corner of the white box.
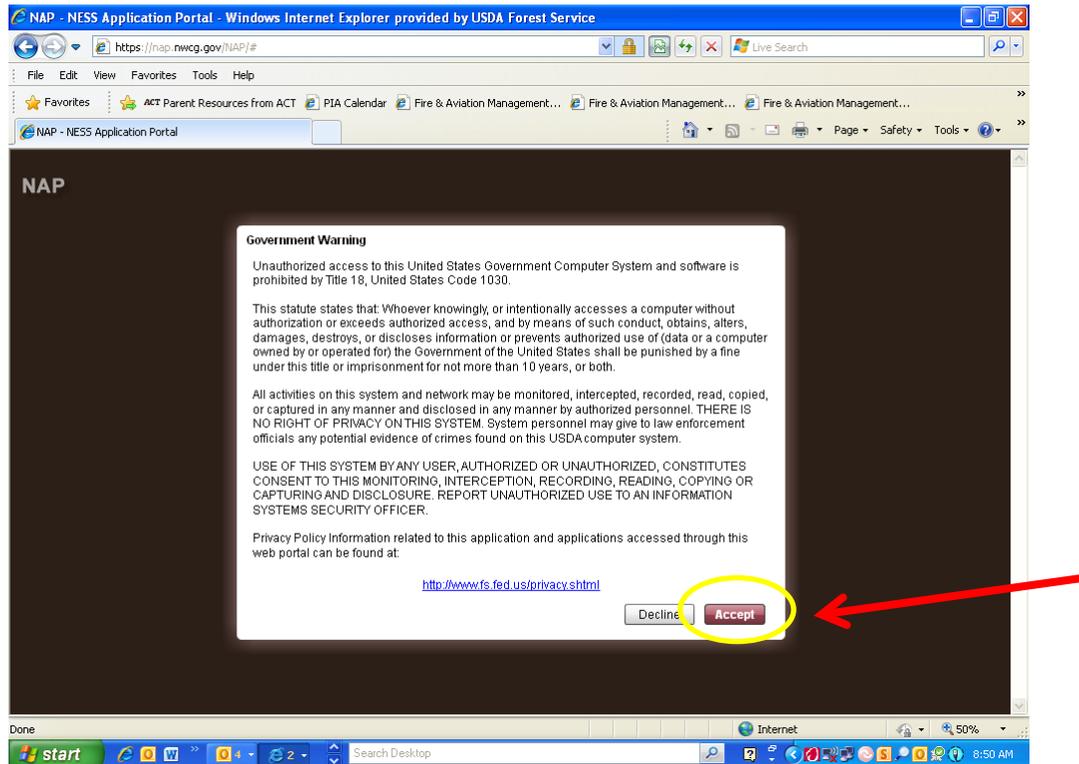
Directions continue on next page

Step 3: Log in by entering your NAP username and password in the white boxes and click ▭ Login in the beige **'Message Board'** line at the top of the page.

| NAP | Message Board | Username: cschuldheisz | Retrieve | Password: ●●●●●●●●●●● | Reset | Login | + Request User Account |

NAP-PROD LOG-ON ASSISTANCE
For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677.
NAP-PROD NAP PRODUCTION SCHEDULED OUTAGE
The NAP Production environment outage scheduled for February 27 was unsuccessful so there will be another scheduled outage of the NAP Production environment, which will affect all users and applications that authenticate via the NAP, to renew the nap.nwcg.gov certification on March 4, 2014 beginning at 2000 MST and lasting for approximately 2 hours. No additional user actions are required following the outage.

NESS Application Portal Supported Applications

INCIWEB Administration
InciWeb Administration Site

ICBS **Interagency Cache Business System**

OIS **Organization Information System**

ROSS **Resource Ordering and Status System**

WIMS **Weather Information Management System**

Step 4: Click on the **IW-PROD** link in the **IWADMIN** box.
DO NOT click on the IW-TEST link as it will take you to the InciWeb Administrative site test site and no information that you enter or update there will appear on the InciWeb internet site.
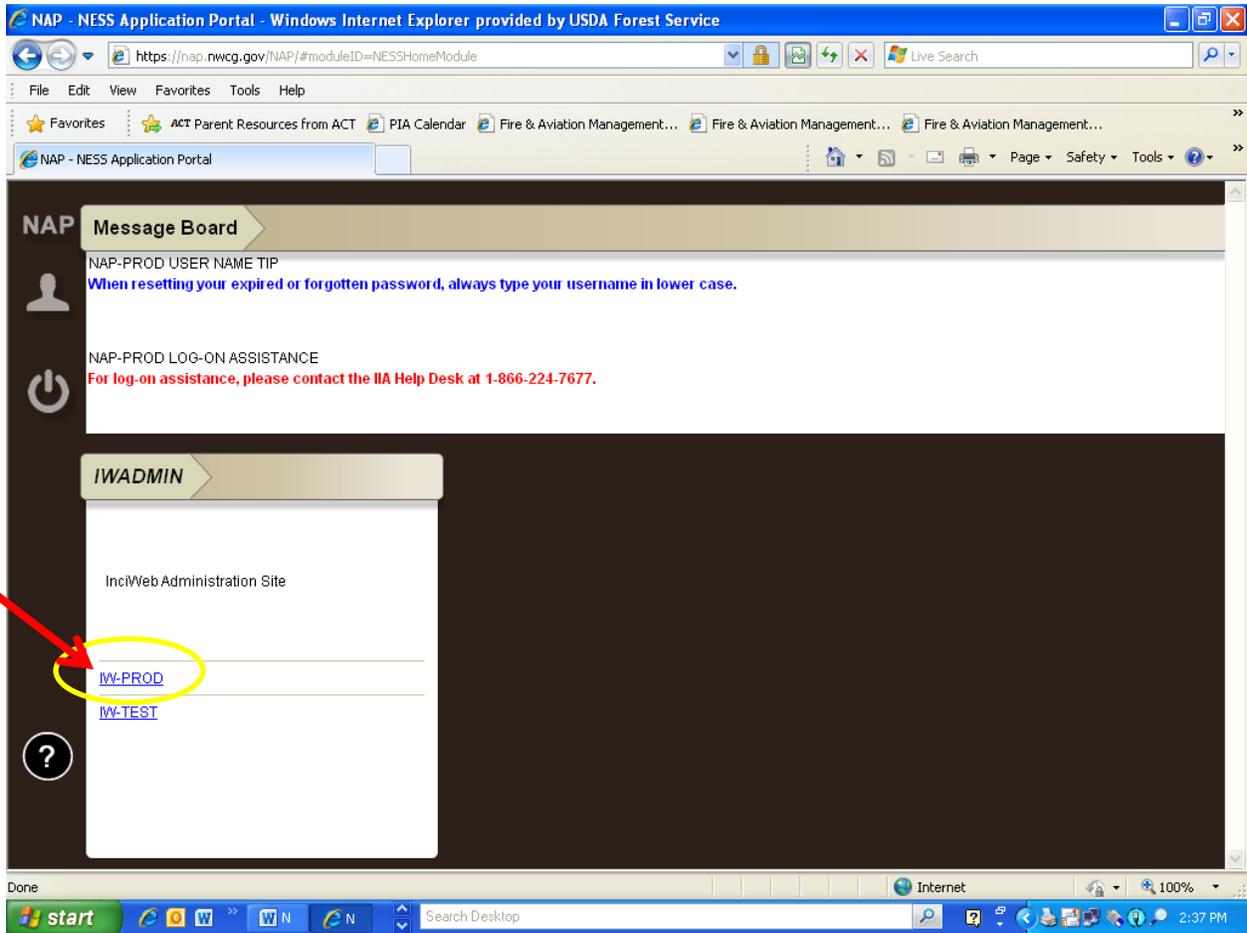
Directions continue on next page

Step 5: You should now be on the InciWeb Welcome screen.