Requesting a NAP (NESS Application Portal) User Account

If you have problems requesting a NAP account, contact the Interagency Incident Applications Helpdesk Monday through Friday between 0730 and 1700 hours central time at (866) 224-7677 or helpdesk@dms.nwcg.gov

Note: If you already have a NAP username and password that you received through applying for access to another application, such as ROSS, please contact the Interagency Incident Applications Helpdesk and request that InciWeb be added to your existing NAP account. You will not be able to access InciWeb through NAP using a NAP username and password that you received through applying for access to another application until you take this step.

If you already have a NAP username and password that you received through applying for access to another application and you try to obtain InciWeb access by requesting another account, you may receive an email stating that your user account request was denied because IWADMIN-PROD was assigned to an existing NAP account and providing a username. You should be able to use the NAP username, along with the NAP password that will be sent to you in a separate email, to log in to InciWeb through NAP.

Note: If you have trouble seeing some of the buttons or links mentioned in these instructions, please try adjusting your monitor/browser settings; 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.

Step 1: Go to the NAP at **https://nap.nwcg.gov/NAP/**

Step 2: Read the Government Warning and click Accept in the lower right-hand corner of the white box.

Government Warning

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030.

This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY ON THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

Privacy Policy Information related to this application and applications accessed through this web portal can be found at:

http://www.fs.fed.us/privacy.shtml

Decline   Accept

Directions continue on next page

Step 3: Click [+ Request User Account] in the right hand corner of the beige **'Message Board'** line.

Step 4: On the **'User information'** tab in the **'Request User Account'** dialog box, complete the following information , then click [Next >>] in the lower right-hand corner of the dialog box: First Name; Middle; Last Name; Job Title; Employee Type; Organization Unit; Agency; Office Number; mobile; Fax; and Email. You only need to fill out the information required indicated by an ✱.

Note: All Federal, state, and local agency employees should choose Permanent/Full-Time or Seasonal to indicate their status in the Employee Type Field. In the Organization Unit/Agency Fields AD Casual and Contractors should enter the organizational unit that they are hired through. NAP will accept whatever you type in the "Organizational Unit" and "Agency" boxes even if your unit/agency does not populate automatically.

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Step 5: On the **'Applications Requested'** tab in the **'Request User Account'** dialog box, select '**IWADMIN-INCIWEB Administration'** in the first drop-down menu labeled **'Application Access'.** In the **'Instance'** drop-down menu select PROD (Standard). If you want the ability to practice within the InciWeb Administrative Site, select TEST (standard) in addition to PROD (standard).

Note: All InciWeb Users and Superusers will need Standard Accounts only; no InciWeb User or Superuser will need a Privileged Account.

NOTE: DO NOT REQUEST ACCESS TO OTHER APPLICATIONS (I.E. ROSS, WIMS, ETC.) EVEN IF THEY ARE ONES YOU USE AS THIS WILL CREATE DELAYS IN ISSUING A NAP USERNAME AND PASSWORD TO YOU. IF YOU NEED ACCESS TO OTHER APPLICATIONS, CONTACT THE INTERAGENCY INCIDENT APPLICATIONS HELPDESK AT (866) 224-7677 AFTER YOU RECEIVE YOUR NAP USERNAME AND PASSWORD AND REQUEST THAT THEY BE ADDED TO YOUR NAP ACCOUNT.

On the same **'Applications Requested'** tab in the **'Request User Account'** dialog box, complete the required contact information marked by a ✱ for the manager or supervisor who will verify and approve your request, and then click **Next >>** in the lower right corner of the dialog box.

Note: Permanent/Full-Time and Seasonal employees should enter contact information for the manager or supervisor they directly report to. AD Casual and Contractor employees should enter contact information for the manager of the Dispatch Office they are hired through. If you enter your own contact information, your account request will be rejected.

Step 6: On the **'Identity Verification'** tab in the **'Request User Account'** dialog box, make sure you select the appropriate individual to validate your identity and need for NAP account. This should be your supervisor or the person who you report to. Also make sure this person's contact information is correct. If the information is incorrect, click `<< Back`. If the information is correct, click `Next >>`.


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Step 7: On the **'Summary'** tab in the **'Request User Account'** dialog box, review your request information. If it is incorrect, click [<< Back] in the lower right corner to go back to previous tabs and correct inaccurate information. If it is correct, click [Save] in the lower right corner of the dialog box.
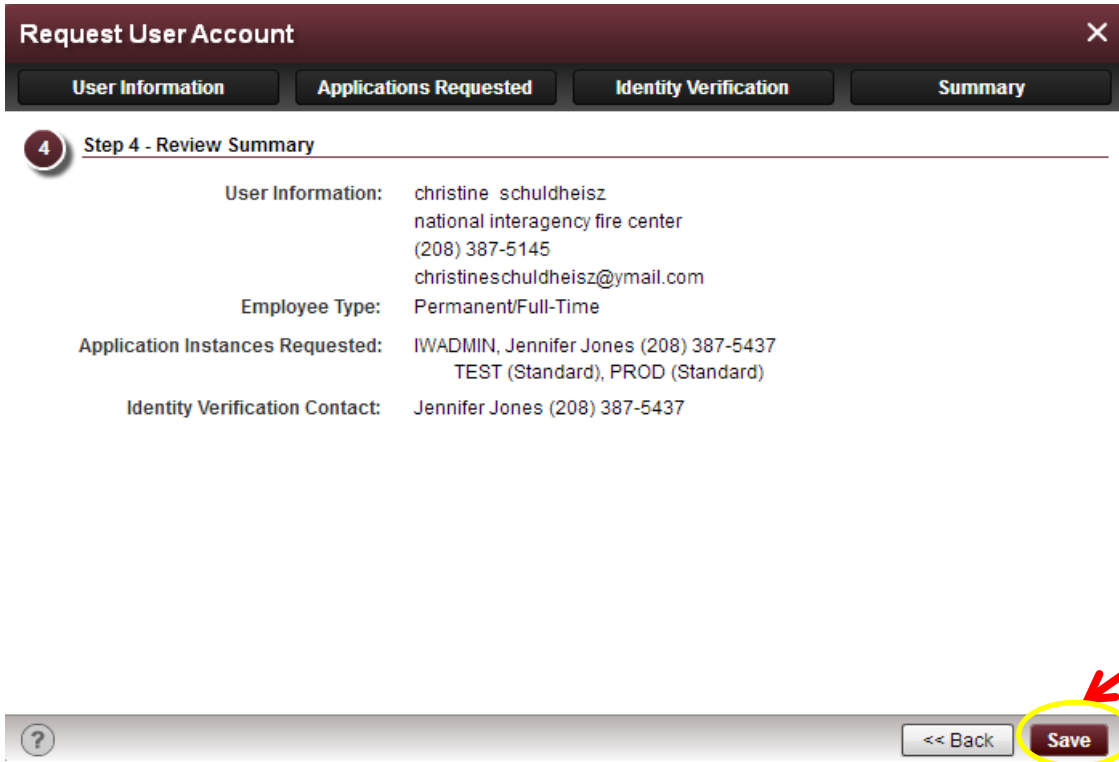
Step 8: To log off, click [Logout] on the NAP Navigation panel on the left side of the screen, and then close your browser window.

NOTE: If you cannot see this icon, [Logout] ,simply close the browser window to exit.
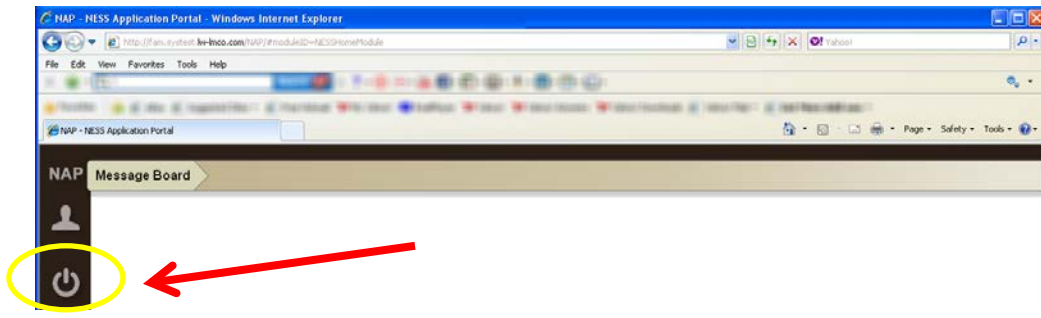
Directions continue on next page

Step 9: Once approved, you will receive two e-mail messages from donotreply@nwcg.gov One e-mail provides your new NAP username and the other email identifies your temporary NAP password. Log-in to the NAP and change your temporary password as soon as possible.   If you do not do this, your temporary password will expire and you will have to contact the Interagency Incident Applications Helpdesk at (866) 224-7677 to have a new temporary password emailed to you.

Log-in by entering your NAP username and password in the fields provided and click [Login] in the beige **'Message Board'** line at the top of the page.

Note: You will be required to change your NAP password every 60 days. If you don't do this, you will need to call the Interagency Incident Applications Helpdesk to have your password reset at (866) 224-7677. After the 60 day expiration, your NAP account will deactivate in 90 days. If this happens, contact the helpdesk.

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