



- The new InciWeb public redesigned website launched March 2018. Make sure you're familiar with the new features. A video tutorial is posted on [YouTube](#).
- Bookmark the [PIO BB InciWeb](#) page for training materials for both the administrative site and InciWeb public website.
- 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](#).
- 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](#).
 - **NOTE: NAP passwords expire every 60 days.**
- Make sure your list of Superusers for your unit is up-to-date in the InciWeb Administrative Site.

Administration

Superuser Lookup

Search for Superuser by Unit Name: search

- 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**'.

Users Attached to this Unit				
Name	Expires	Access	Locked	Manage
No filter applied				
Aaron Voos	09-10-2013	User	No	Edit Lock Profile Remove
Ada Takacs	12-31-2013	User	No	Edit Lock Profile Remove
Adam Solt	06-28-2014	User	No	Edit Lock Profile Remove
Adrienne Freeman	06-28-2013	User	No	Edit Lock Profile Remove
Al Koss	06-16-2017	User	No	Edit Lock Profile Remove
Al Nash	12-31-2013	User	No	Edit Lock Profile Remove

1 - 10 of 979 items 10 | 15 | All

Add a New User or Change User Access	
NAP User Name*	cschuldheisz
First Name*	Christine
Last Name*	Schuldheisz
Email Address*	crmschuldheisz@fs.fed.us
Alternate Email Address	christineschuldheisz@gmail.com
Access Expires	
Never Expires	<input checked="" type="checkbox"/>
Make Superuser	<input checked="" type="checkbox"/>
Save Exit Edit	

NOTE: Expired accounts are in red.

InciWeb Pre-Season Checklist



- 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, visit the [Interagency Incident Applications Helpdesk](#) or call (866) 224-7677.
- Please review and share the [InciWeb Administrative Site Tutorial](#) (train-the-trainer) document on the [PIO Bulletin Board](#).
- Superusers should make sure old incidents are deactivated or deleted.

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.

Delete Incident | Deactivate Incident

- Superusers should make sure their unit 'neighbors' are current and correct.

Your Available Neighboring States and Units				Your Attached Neighbor States and Units			
Name	Type	Action		Name	Type	Action	
Idaho				MONTANA	state	1 unit(s)	
Select neighbor state				NEVADA	state	Detach	
Idaho Panhandle National Forest	Attach			UTAH	state	1 unit(s)	