

Requesting a NAP User Account

This Quick Reference Card outlines the process for requesting and obtaining a NAP User Account and Temporary NAP Password. It also explains how to change your Temporary NAP Password and how to setup your Challenge Questions.

To request a NAP User Account

An asterisk (*) denotes a required field.

- 1 Start your Internet browser, type <https://nap.nwcg.gov/NAP/> in the Address bar, and then press [Enter].
- 2 On the **Government Warning** dialog box, click **Accept**
- 3 On the NAP Home screen, click **+ Request User Account**

4 On the the **User Information** tab on **Request User Account** dialog box, complete the following information about your request, and then click **Next >>**

- First Name*
- Middle
- Last Name*
- Job Title
- Employee Type*
- Organization Unit*
- Agency*
- Office Number*
- Mobile
- Fax
- Email*.

The composite image illustrates the steps for requesting a NAP user account. It shows the initial browser view with a government warning, the main application interface with the 'Request User Account' button, and the detailed form for entering user information.



Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

Proceed to next page

Requesting a NAP User Account

To request a NAP User Account - *continued*

5 On the **Applications Requested** tab, click the **Application Access** drop-down arrow, and then click the **Application** of your choice.

6 Click the **Instance** drop-down arrow, click the **Instance(s)** check box(es) of your choice, and then click **Next >>**

7 On the **Identity Verification** tab, complete the following contact information for the manager or supervisor who will verify and approve your request

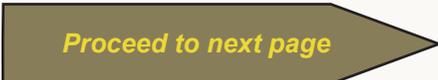
- Contact's First Name*
- Contact's Last Name*
- Phone Number*
- Title*
- Email*

8 To add additional **Contact(s)** who can validate your request for a NAP User Account, click **+** and then complete the **Contact Information** as shown in the step #7.

9 When finished adding all Contact Information, click **Next >>**

10 On the **Identity Verification** tab, click the **Identity Verification Contact** drop-down arrow, click the **Contact** of your choice, and then click **Next >>**

If you specified only one manager or supervisor in step #7, you can skip this step!



Select the applications you need to perform your job. If you have any questions contact the supervisor who verifies your request.

You cannot verify your own request for a NAP User Account.

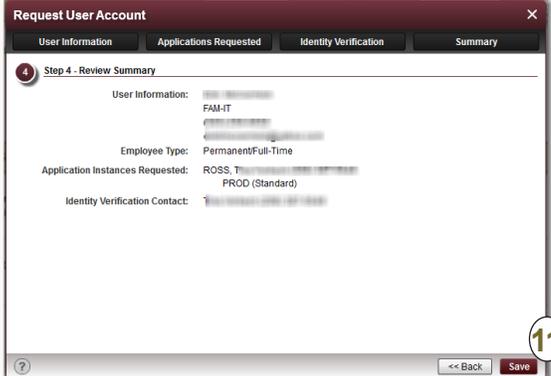
To request a NAP User Account - continued

11 On the **Summary** tab, click **Save**

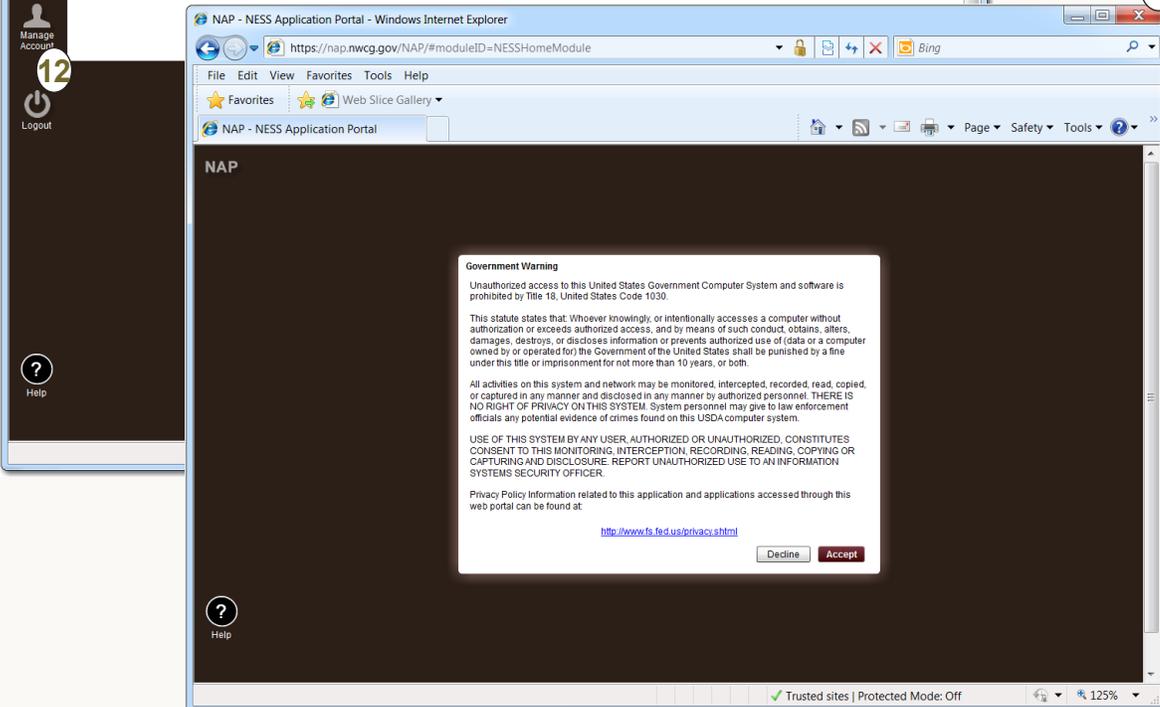
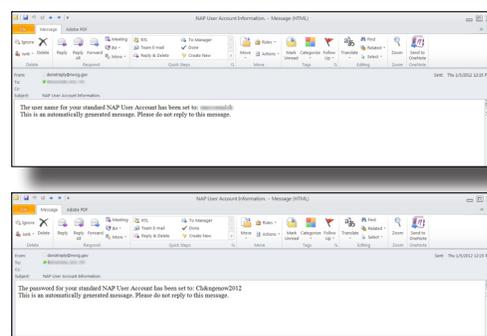
12 To log off the NAP environment, click  on the **NAP Navigation Panel**.

13 Click  to close your Internet browser.

Once you complete your request notify your supervisor. Your supervisor will verify your request and then contact the Helpdesk, which finalizes and validates your request.



On confirmation and approval of your request, you will receive two email messages from donotreply@nwcg.gov. One message identifies your new NAP User Account and the other identifies your Temporary NAP password.



Once you obtain your NAP User Account(s) and Temporary NAP Password(s), proceed to page 4!

Requesting a NAP User Account

Once you obtain your NAP User Account(s) and Temporary NAP Passwords, you can now set up your new NAP User Account!

To set up your new NAP User Account

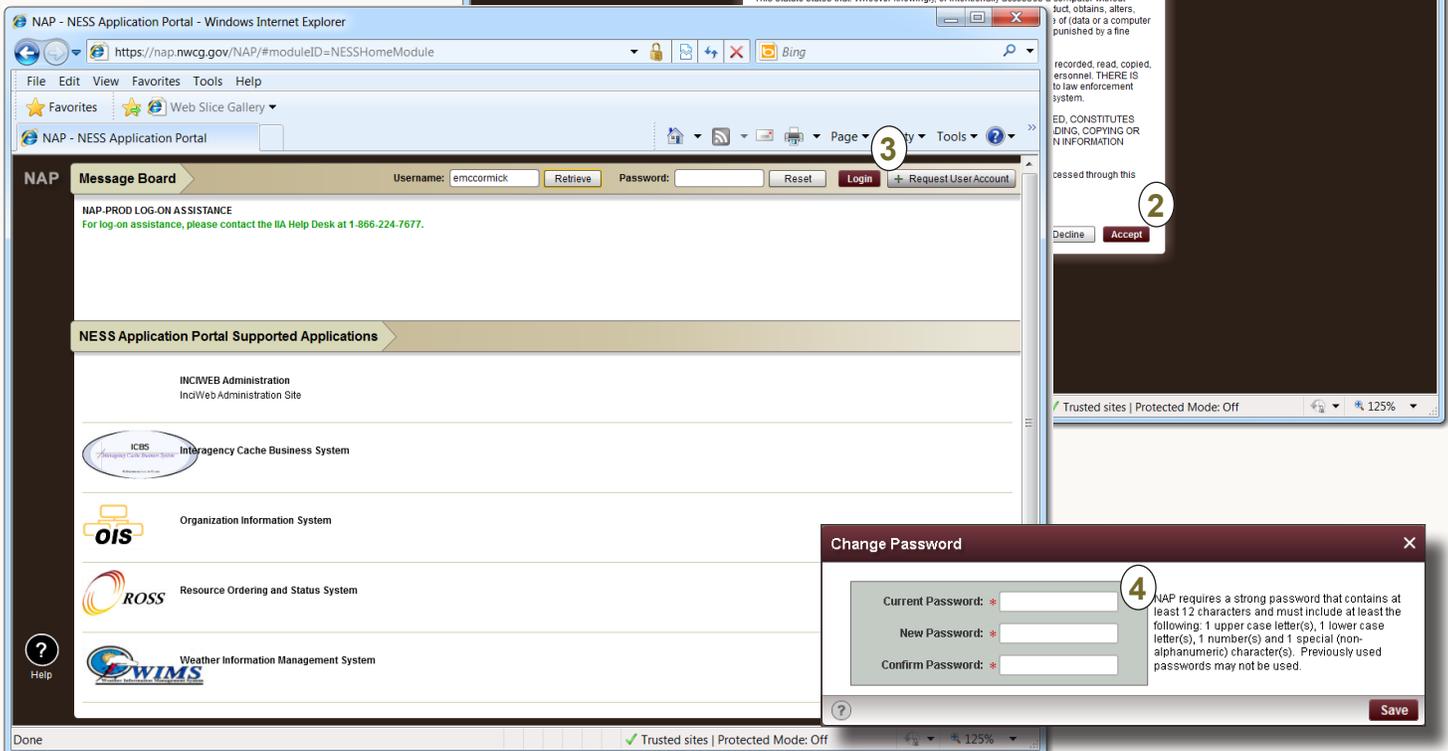
When you log on to NAP for the first time you must change your Temporary NAP Password and specify your Challenge Questions.

- 1 Start your Internet browser, type <https://nap.nwcg.gov/NAP/> in the **Address** bar, and then press [Enter].
- 2 On the **Government Warning** dialog box, click **Accept**.
- 3 On the **NAP Home** screen, perform the following, and then click **Login**
 - in the **Enter Username** text box, type your **NAP User Account Name**
 - in the **Enter Password** text box, type the **Temporary NAP Password**.

- 4 On the **Change Password** dialog box, perform the following, and then click **Save**
 - in the **Current Username** text box, type your **Temporary NAP Password**
 - in the **New Username** text box, type **Your New NAP Password**
 - in the **Confirm Password** text box, re-type **Your New NAP Password**.

Proceed to next page

NAP Passwords must be 12 to 32 characters in length and contain a combination of one upper-case letter, one lower-case letter, one number, and one special, non-numeric character (!@#%&^*)
Do not use <, >, or &



Requesting a NAP User Account

To set up your new NAP User Account - *continued*

5 On the **Challenge Questions** tab on the **Edit MY Standard User Account** dialog box, click the **1. Select your first Challenge Question** drop-down arrow, and then click the **Challenge Question of your choice**.

6 In the first **Answer** text box, type the **Answer to Your Challenge Question**.

7 Click the **2. Select your second Challenge Question** drop-down arrow, and then click the **Challenge Question of your choice**.

8 In the second **Answer** text box, type the **Answer to Your Challenge Question**.

9 Click the **3. Select your third Challenge Question** drop-down arrow, and then click the **Challenge Question of your choice**.

10 In the third **Answer** text box, type the **Answer to Your Challenge Question**.

11 When finished setting up all **Challenge Questions**, click **Save**

12 On the **RULES of BEHAVIOR** dialog box, click **Accept**

You may now access and log into your NAP application!

Set Challenge Questions

By setting your Challenge Questions, you will be able to retrieve your username or reset your password. When recovering your username, you will have to provide your email address and answer one of the following questions and your username will be sent to your email address. If you have forgotten your password, you will need to enter your username and answer one of the challenge questions, and a temporary password will be sent to your email address.

1. Select your first Challenge Question: * In what city does your nearest sibling live?
Answer: *

2. Select your second Challenge Question: * In what city was your father born?
Answer: *

3. Select your third Challenge Question: * In what city was your mother born?
Answer: *

Save

Rules of Behavior

Notice to User Account

You must accept the following Rules of Behavior prior to being granted access to the NESS Portal and applications. Please read and confirm your acceptance before proceeding.

Statement of Information Security Responsibilities for Users of US Forest Service Managed Systems

I acknowledge that I understand and agree to comply with US Forest Service (USFS) and USDA information security policies and procedures, as well as with Federal, State, and local laws. I am responsible to:

- * Take appropriate measures to protect information from US Forest Service Applications from unauthorized access. This includes (where applicable) applying security measures to protect sensitive information stored on my computer, on other electronic devices, or on other media such as CDs, DVDs, and paper.
- * Sign off or electronically lock the computer before leaving it unattended.
- * Comply with physical security standards and procedures, including taking appropriate measures to protect computer equipment and other electronic devices from theft, damage, or unauthorized use.
- * Comply with established password standards and procedures specified by the Federal Government.
- * Verify that automatic virus protection is enabled on the computer in use (e.g., Symantec).
- * Ensure if I am working remotely (those who operate portable computer systems in an alternate workplace, [e.g. home computers]), I take the same precautions as required of users of stationary systems to protect the software, and information stored on the computer.
- * Promptly report all suspected security incidents to the Application Helpdesk.

Reject Accept