**Requesting Access to the FTP Site:**

In order to access and download specialized data from ftp://ftp.nifc.gov/aviation\_hazards/data/ **all users must have the following**:

* NAP (NESS Application Portal) account login and password
* Authorized role (privilege) to access the /aviation\_hazards/ folder

**Getting a NAP account for FTP**

NESS Application Portal (NAP) is a user login/password management site that supports multiple fire applications. You will use the NAP web site for managing your password and little else.

Requesting a NAP account for access to the FTP site is somewhat different than requesting access to other applications such as ROSS Self-Status, because there is an extra step to take to become associated with one or more FTP groups. The process will be different for those that already have a NAP account and those that do not. People that use the following applications already have a NAP account: ROSS, ICBS, WIMS, e-ISuite, INCIWEB Admin, and OIS.

If you do not have a NAP account: Instructions on how to request a new account are below. The application to request access to is “F&AM-F&AM FTP”, and the instance should be "FTP (Standard)". When requesting a NAP account for FTP, please DO NOT request a "privileged" account; this will result in an immediate rejection. Please request only a standard NAP account.

Once you have a NAP account, it’s always yours as long as you keep it active. Note that the password expires every 60 days. You will be notified by email when the password is about to expire, but you must change your password within the 60 days in order to maintain your NAP account as active. If you neglect to change your password, your account will be disabled and you will have to go through the Interagency Helpdesk (866-224-7677 or <https://iia-hd.peckham-enclave.us/> **)** to re-activate your NAP account.

This needs to be relayed to seasonal employees who have access as their accounts will be disabled upon their return and they will have to re-activate their NAP account first before accessing the FTP site on their return.

1. **Check to see if you have a NAP account**
* Go to <https://nap.nwcg.gov/NAP/> and Click “Accept” in the government warning window. The following window will pop up.



* Under “Supported Applications”, look for 
* If the “F&AM FTP” tab is present, you have a NAP account. Go to step 3.
* If the “F&AM FTP” tab is NOT present, you need to request a NAP account.
1. **Request a NAP account**…

If you already have a NAP account, you must request that you have F&AM FTP access, then go to step 3. If you do not have a NAP account: Go to [https://nap.nwcg.gov/NAP/](https://www.google.com/url?q=https%3A%2F%2Fnap.nwcg.gov%2FNAP%2F&sa=D&sntz=1&usg=AFrqEzdMJ6-pS7MxLlOucTbAJKWjOrD92Q).  Instructions on how to request a new account are at <https://famit.nwcg.gov/applications/ROSS/support/acctsPassReset>





The application to request access to is “F&AM-F&AM FTP”, and the instance should be "FTP (Standard)". **Note: requests for “FTP (Privileged)” accounts will be rejected**.

 

The “supervisor” should be the group Authorization Contact of the primary group (aviation\_hazards) to which you need access, NOT your work supervisor.

1. **Request the Group** “Aviation Hazard Data” for the FTP site. Do this as soon as you complete step #2.

* 1. ​The group authorizers for the aviation\_hazards folder on FTP are Jill Kuenzi and Sean Triplett (USFS). It is on the Table of FTP Groups and Group Approvers on this site: https://sites.google.com/a/firenet.gov/nifc-ftp-site-change-management/ (you have to scroll down quite a bit and it is second from the last item in the table).
	2. Send an e-mail to an Authorization Contact for each group that you need access to (for example – you will need to access “Aviation Hazard Data”). .  The Authorization Contact will then send the request to the Interagency Helpdesk ([helpdesk@dms.nwcg.gov](https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=helpdesk@dms.nwcg.gov)), with a note approving or declining the user to have access to the specified group.





* 1. A sample email has been provided:

*To: Sean Triplett* *setriplett@fs.fed.us* *(Need to add Jill’s email address for the non USFS folks who do not have access to the USFS agency directory)*

*From:  <your\_agency\_email@your.agency>*

*Subject: FTP.NIFC.GOV group request for Aviation Hazards Data*

*Sean,*

*You are listed as a group approver for* *FTP.NIFC.GOV* *- Aviation Hazards Data.*

*I have put in a request for access to the new NIFC FTP site – I had access to the following locations in the past and I would like to maintain these:*

***Aviation Hazards Data***

*Would you please approve of this by sending an email to the* [*helpdesk@dms.nwcg.gov*](https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=helpdesk@dms.nwcg.gov)*?*

*Thanks,*

*<Your Name>*

* 1. ​The USFS Fire & Aviation IT Helpdesk (866-224-7677 or helpdesk@dms.nwcg.gov) finalizes the group access for the requesting user AND sends an email to the user notifying that you have access.

​4.      **You are done requesting your FTP login, FTP password, and role to access the Aviation Hazard data!** Steps 1-4 need only be done once. As long as you keep your password up-to-date, you should not have to do this again.