APPENDIX 9

PROCEDURES FOR ESTABLISHING PASSWORD PROTECTED FOLDERS ON THE HOST SERVER

There are a number of documents each GACC would like to post to their website that are somewhat sensitive in nature. Examples of the types of documents being referred to may include the availability of aviation resources, MAC Group Operations, ROSS Reports, and others. These types of documents should not be available for general consumption and only be available to those with a need to know. In this Appendix, we will provide you with the steps for creating password protected folders with a single User ID and Password on your GACC website in order to post some or all of these types of documents.

The benefit of creating password protecting folders allows the GACC the opportunity to provide documents over the Internet that are available only to those individuals the GACC deems has a need to know. It also reduces or eliminates the need for sending the same document as an e-mail attachment. Another benefit is the opportunity for those with access to view the document(s) if away from their home unit and on assignment or travel. In addition, if managed properly, it will potentially reduce the number of requests for the information because someone was not monitoring their e-mail. By establishing a single User ID and Password for each folder, it eliminates the need to create User ID's and Passwords for each allowed visitor.

Unfortunately, by creating these folders it will require you to establish a means for distributing the User ID and Password to your desired users. For example, if you insert a link to the password protected document on the GACC website, allowed users and curious visitors will want to know the User ID and Password for access and/or the method for obtaining the User ID and Password. If you do not establish a link on the website, you can eliminate these requests, but you will have to provide those who are authorized to access the document(s) with the folder name and to remind them to set the folder as a bookmark in their browser.

STEPS TO ESTABLISHING A PASSWORD PROTECTED FOLDER(S)

- 1. You can create up to 10 password protected folders.
- 2. Decide which document(s) you would like to password protect on your GACC website.
- 3. Decide on the location(s) within the GACC website where the password protected document(s) will reside.
- 4. Create the folder(s) within your local directory (i.e. Dreamweaver) where the document(s) will reside.
- 5. Once created locally, go to your GACC directory on the Deimos server (formerly known as the FAMWEB server) and create the same folder(s).
- 6. Create a single User ID and Password for each folder. In creating a User ID, you can create a distinct ID or you can use the folder name. In creating passwords, limit length to 8 characters intermixed with numbers and letters.
- Once you have created each folder within the GACC site, send an e-mail to the Chair, GACC Website Committee providing the folder path, and the User ID and Password for the folder. See example (**) below.

- 8. This information will be collated with the other GACC's by Jay and provided to the Host Server Manager so that the folder(s) can be enabled as password protected folder(s) on your GACC site.
- 9. Once the Host Server Manager has completed the proper steps to enable your folder(s), you will be notified via e-mail by Jay.
- 10. Once you receive this notification, you are ready for uploading your file(s) to the respective folder on the Diemos server.
- 11. If you want a single document within the password protected folder viewed immediately after the visitor inputs the User ID and Password, give the file a name of "index.htm". If you want the visitor to view a list of documents instead of a single document, make sure the file name " index.htm" is not within the folder.
- 12. Once this is completed, you can upload the file(s) to the enable password protected folder(s).
- 13. Test your folders to make sure they are working properly before send out the word to fire managers, field units, or dispatch centers, etc.

** E-mail to the Chair, GACC Website Committee the following information:

The XXCC has established the following folders within our GACC website directory. Please enable these folders as password protected with the associated User ID and Password.

http://gacc.nifc.gov/xxcc/predictive/intelligence/daily/firepost User ID: firepost User ID: firepost PW: f3pw4x bttp://gacc.nifc.gov/xxcc/predictive/weather/resources Vser ID: resources PW: 8t9sr5

etc, etc...

CLOSING

We have provided you with a tool for establishing password protected folders on your GACC website. What you have to remember is the additional workload this may cause, especially the means for providing User ID and Password information to your visitors.

Once your initial folder(s) have been established and you need future folders, do not send your request to the Chair, GACC Website Committee, send them direct to the Host Server Manager.

Should you have questions pertaining to this Appendix or the creation of password protected folders in general, please contact the Chair, GACC Website Committee.