

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 **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 screenshots illustrate the following steps:

- 1** The browser address bar shows <https://nap.nwcg.gov/NAP/>.
- 2** A 'Government Warning' dialog box is displayed, requiring the user to click 'Accept'.
- 3** The 'NAP Home' page is shown, featuring a 'Request User Account' button.
- 4** The 'Request User Account' dialog box is open to the 'User Information' tab. The 'Step 1 - Enter User Information' section includes the following fields:
 - First Name: *
 - Middle:
 - Last Name: *
 - Job Title:
 - Employee Type: * (Permanent/Full-Time)
 - Organization Unit: * (Rocky Mountain Ranger District)
 - Agency: * (U.S. Forest Service)
 - Office Number: * ((303) - 5000 Ext:)
 - Mobile: () -
 - Fax: () -
 - E-Mail: *



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

Proceed to the next page

To request a NAP User Account - *continued*

5 On the **Applications Requested** tab, click to select one or more of the **Standard Account Types** and **Privileged Account Types** check box(es) for your request, and then click **Next >>**

6 On the **Verification Contact** tab, complete the following contact information for the dispatch manager who will verify your request

Jill
Jones
509-685-6900

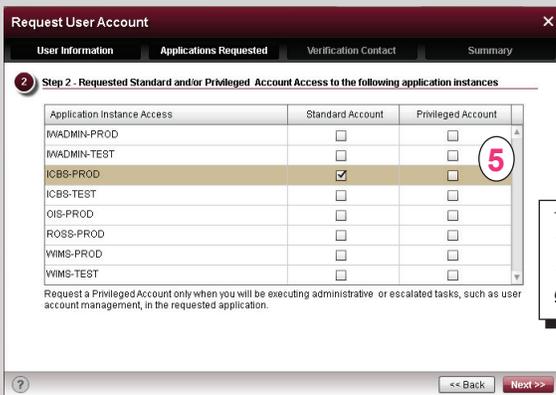
Assistant Center Manager
jill.jones@dnr.wa.gov

7 If requesting both a Standard and Privileged NAP User Account, click **Copy from Standard** to copy the contact information.

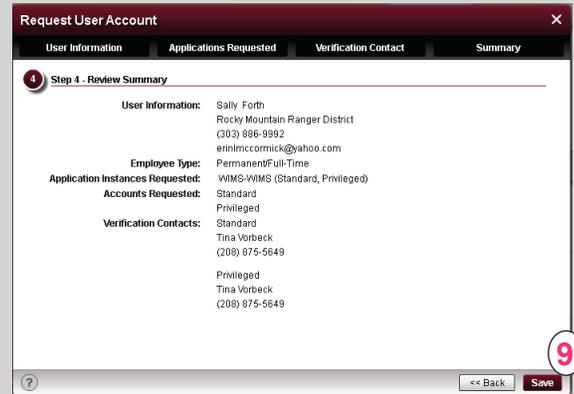
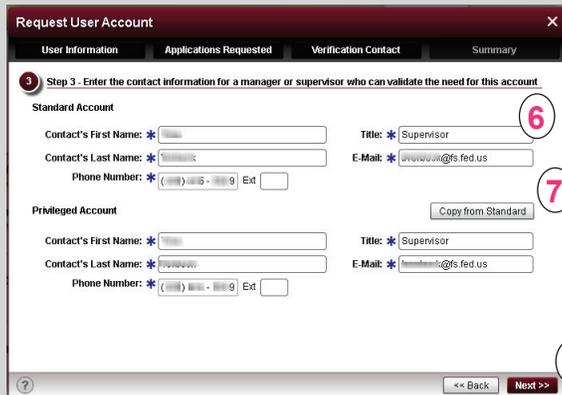
8 Click **Next >>**

9 On the **Summary** tab, review your request information, and then click **Save**

Once you complete your request, notify Jill via email. She will verify your request and then contact the Helpdesk, which finalizes and validates your request.



You only need to click on ROSS -PROD for a Webstatus account. No other access will be approved.



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. This will be your ROSS User ID and Jill will need this.