

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.

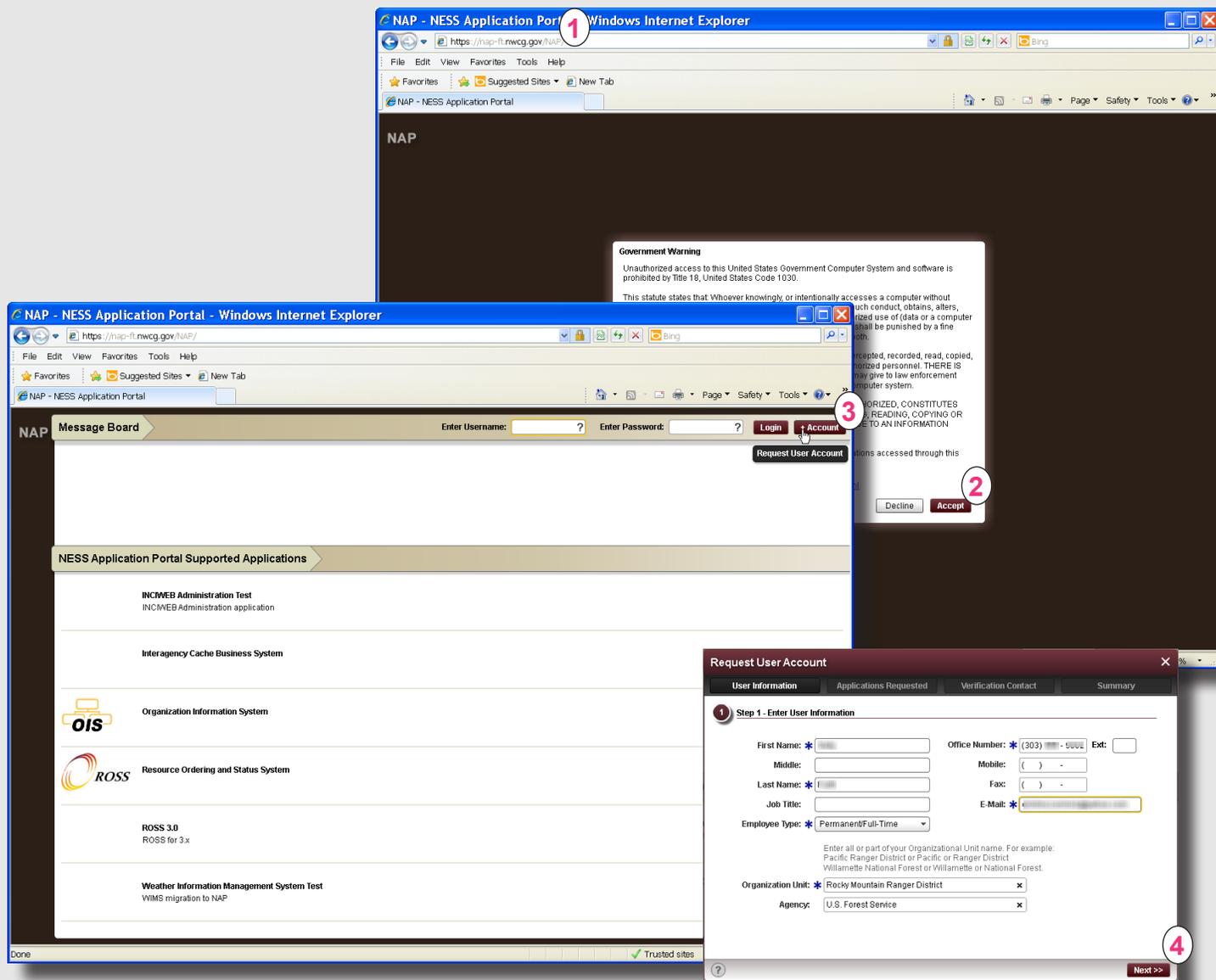
To request a NAP User Account

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 **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*



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 manager or supervisor who will verify your request

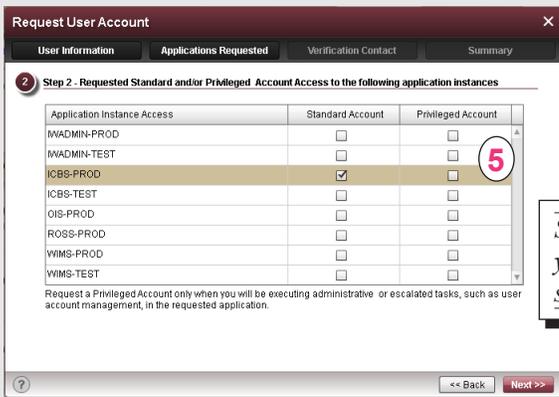
- Contact's First Name
- Contact's Last Name
- Phone Number
- Title
- Email

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

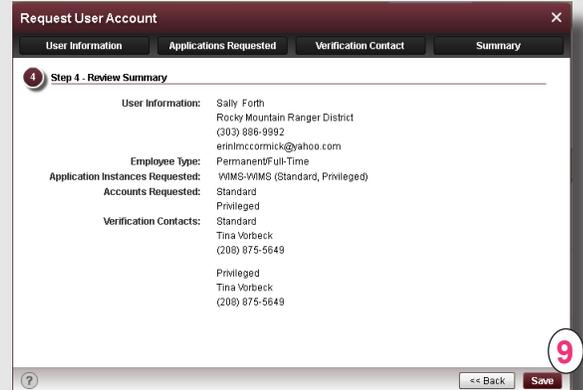
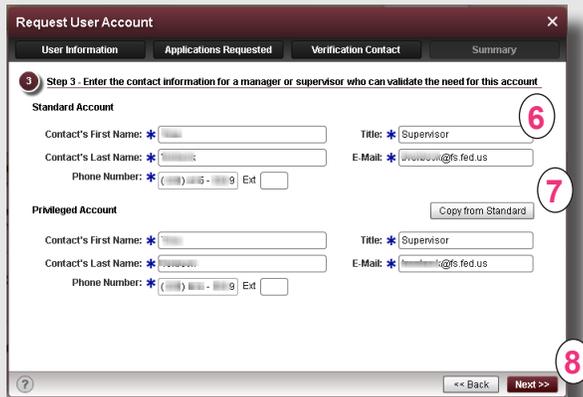
8 Click **Next >>**

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

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



Select the applications you need to perform your job. If you have any questions contact the supervisor who verifies 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 3!

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, complete the following, and then click **Save**

- in the **Current Password** text box, type your **Temporary NAP Password**
- in the **New Password** text box, type **Your New NAP Password**
- in the **Current Password** text box, re-type **Your New NAP Password**.



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 &.

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.

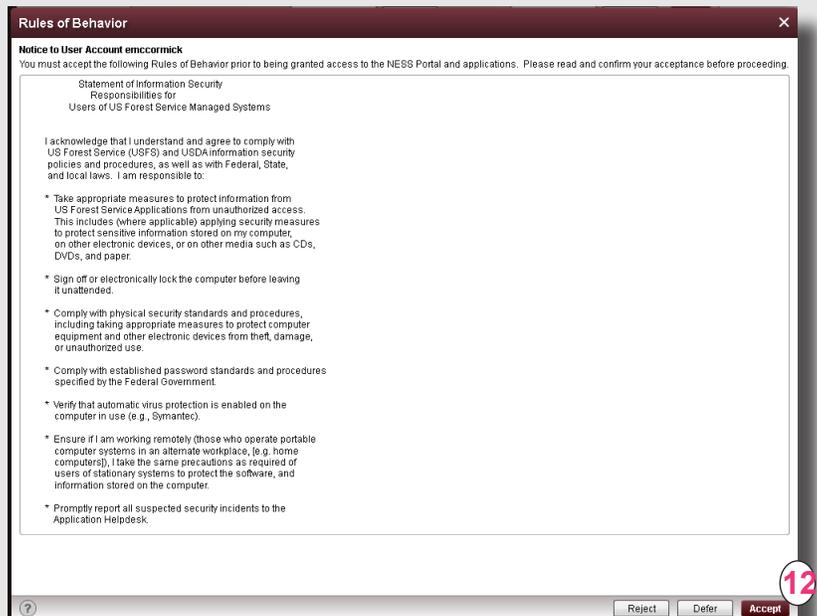
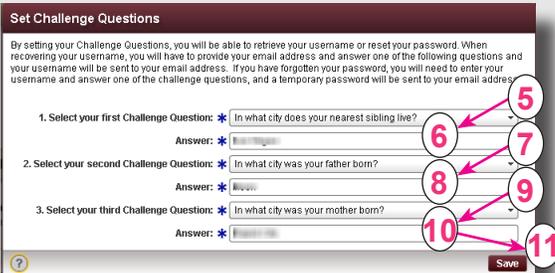
10 In the third **Answer** text box, type the **Answer to Your Challenge Question**.

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

12 On the **Rules of Behavior** dialog box, click **Accept**

You may defer the Rules of Behavior twice. The third time you log on to NAP, you must accept the Rules of Behavior before you may access your application!

You may now access the NAP application of your choice!



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