

What do I need to do?

How do I do that?

1. Request a new vendor user account
Page 2.

- Access the NAP environment at <https://nap.nwcg.gov/NAP/>
- Click the + Account button.
- Complete the Request User Account dialog box.

2. Obtain approval for your vendor user account.

3. Locate your new vendor user account and temporary password.

- Access your e-mail account.
- Look for two e-mails from donotreply@nwcg.gov. One e-mail identifies your new vendor user account, the other e-mail identifies your temporary password.

4. Log on to NAP and reset your temporary password. *Page 4.*

- Access the NAP environment at <https://nap.nwcg.gov/NAP/>
- Enter your new vendor user account and temporary password.
- Complete the Change Password dialog box.

5. Complete your contact information and Challenge Questions. *Page 5.*

- Log on to the NAP environment at <https://nap.nwcg.gov/NAP/>
- Complete the Edit MY Standard User Account dialog box.

6. Notify your managing organization of your new vendor user account name.

- Contact your GACC or local Dispatch Office to run the User Community Report, "Vendors by Managing Organization."

If your company and your managing organization is not listed on that report, contact the ROSS Helpdesk at 866-224-7677.

Be sure to review, "Frequently Asked Questions," on Page 6 of this Quick Reference Card.

For step-by-step instructions proceed to the next page

1. Request a new vendor user account

To request a vendor user account

ROSS 2.14.1 uses the National Enterprise Support System Application Portal (NAP) environment to authenticate and manage vendor user accounts. To access Web Status, you must have a vendor user account in the NAP environment.

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

For more information about the Government Warning dialog box and Rules of Behavior see, "Frequently Asked Questions," on Page 6 of this Quick Reference Card.

- 4 On the NAP Home screen, click **+ Account**
- 5 On the the User Information tab on Request User Account dialog box, complete the following and then click **Next >>**
 - in the **First Name** text box, type the **Owner's First Name**
 - in the **Last Name** text box, type the **Owner's Last Name**
 - click the **Employee Type** drop-down arrow, and then click to select **Contractor**
 - in the **Company** text box, type the **complete name of your Company** as you want it to exist in ROSS
 - in the **Office Number** text boxes, type your **Company's Area Code and Telephone Number as you want it to exist in ROSS**
 - in the **E-Mail** text box, type the your **Company's E-Mail address** as you want it to exist in ROSS.

The composite image illustrates the process of requesting a vendor user account. It features several screenshots from the NAP (National Enterprise Support System Application Portal) environment:

- Step 1:** A screenshot of the NAP website in Internet Explorer. Callout 1 points to the browser window, and callout 2 points to the address bar containing the URL <https://nap.nwcg.gov/NAP/>.
- Step 2:** A screenshot of the Government Warning dialog box. Callout 3 points to the **Accept** button.
- Step 3:** A screenshot of the NAP home page. Callout 4 points to the **+ Account** button in the top right corner.
- Step 4:** A screenshot of the Request User Account dialog box, specifically the "Step 1 - Enter User Information" tab. Callout 5 points to the **Next >>** button at the bottom right. The form fields shown include:
 - First Name: Vendor
 - Middle: (empty)
 - Last Name: Owner
 - Job Title: (empty)
 - Employee Type: Contractor
 - Company: Smokey Bear Enterprises
 - Office Number: (empty)
 - Ext: (empty)
 - Mobile: () -
 - Fax: () -
 - E-Mail: (empty)

A text box states: "An asterisk (*) denotes a required field."



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

Proceed to the next page

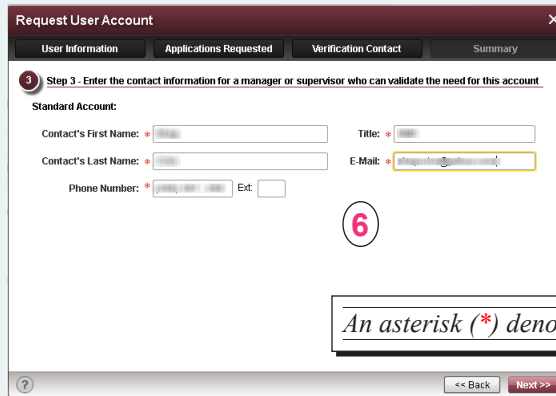
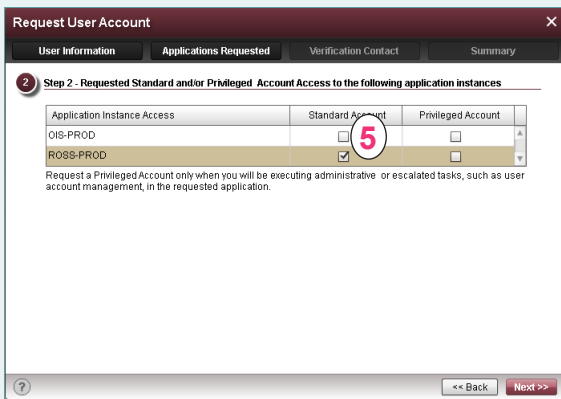
1. Request a new vendor user account - continued

To request a vendor user account - continued

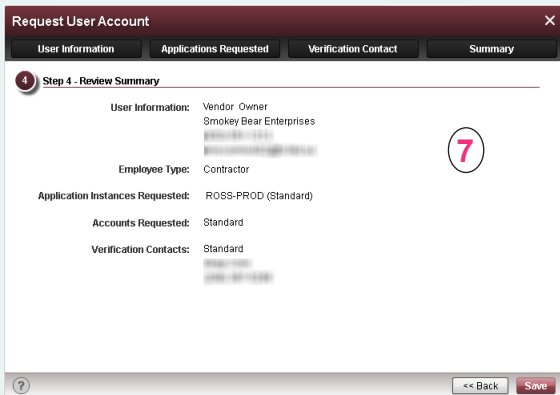
- On the **Applications Requested** tab, click to select the **Standard Account Type: ROSS-PROD** check box, and then click **Next >>**
- On the **Verification Contact** tab, complete the following contact information for the **manager or supervisor who will verify and approve your request**, and then click **Next >>**
 - Contact's First Name*
 - Contact's Last Name*
 - Phone Number*
 - Title*
 - Email*

- On the **Summary** tab, review your request information, and then click **Save**
- Close your Internet browser.

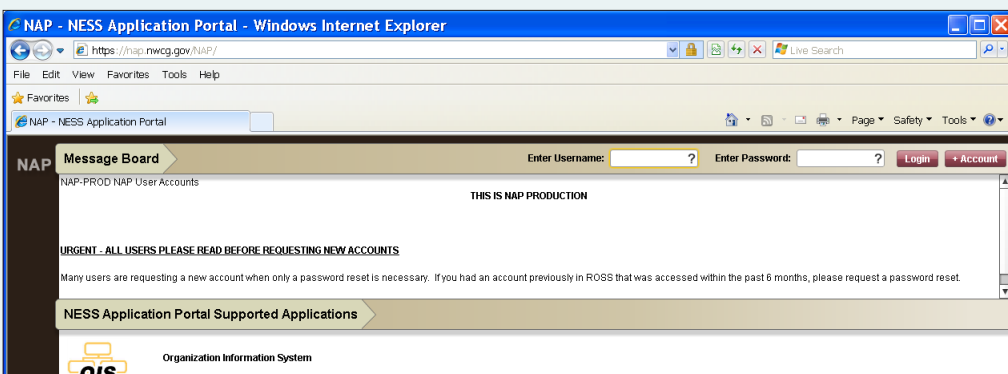
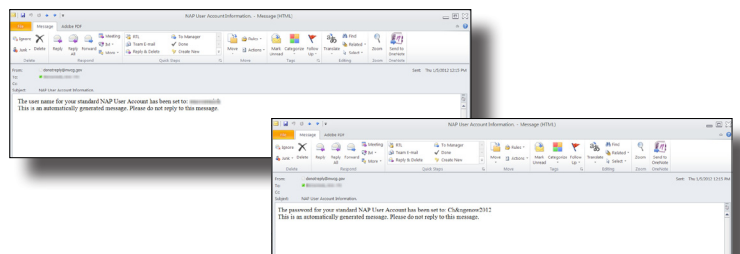
The Verification Contact tab identifies the person who will grant approval for your new vendor account. Be sure the information you enter is correct!



An asterisk () denotes a required field.*



Once approved, 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. You may now contact your ROSS Account Manager to set up your ROSS User Account.



4. Log on to NAP and reset your temporary password

To reset your temporary password

Once you receive your new vendor user account and temporary password from donotreply@nwcg.gov, you can log on to the NAP environment and reset your temporary password.

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

- 6 On the **Change Password** dialog box, complete the following text boxes, and then click
 - in the **Current Password** text box, type your **Temporary Password**
 - in the **New Password** text box, type your **New NAP Password**
 - in the **Confirm Password** text box, re-type your **New NAP Password**.
- 7 On the **Rules of Behavior** dialog box, click **Accept**.

Proceed to the next page and complete Step 5, "Complete your contact information and Challenge Questions."

Government Warning

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030.

This statute states that Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY ON THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURE, AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

Rules of Behavior

Notice to User Account vownder

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 Associate Forest Service Users of FS Systems

I acknowledge that I understand and agree to comply with Forest Service (FS) and USDA information security policies and procedures, as well as with federal, state, and local laws. I understand that as an FS associate, I may not be entitled to the same limited personal use privileges as FS employees, and that my use of FS information systems and equipment is limited to that which is specifically described in my contract or other agreement with the FS.

I understand that my contract or other agreement may specify additional information security responsibilities or requirements, such as the need for a signed confidentiality statement.

Key elements of Forest Service Manual (FSM) Chapter 6680, Security of Information, Information Systems, and Information Technology (both 6680-6682 and 6683-6684), for which I am responsible, are summarized below. I understand and agree that I must periodically review the FSM Chapter 6680 for changes.

I am also responsible to:


- Take appropriate measures to protect information from unauthorized access, including seeking out and applying security measures to protect sensitive information stored on my computer, on other electronic devices, or on other media such as CDs, DVDs, magnetic tape, and paper.
- Encrypt, using agency authorized encryption methods, any government sensitive or confidential information or information subject to the Privacy Act that is stored on any personal electronic device or removable storage medium.
- 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 password standards and procedures specified in the FSM and USDA's password policy memo.
- Promptly report all suspected security incidents to the FS Computer Incident Response Team (CIRT@fs.fed.us) and/or my supervisor or other appropriate management official(s).
- Understand findings of vulnerability will result in disciplinary action consistent with the provisions of FSM 6170 and USDA's DPM 751, which may include the loss of use or limitations on use of equipment, disciplinary or adverse action, criminal penalties, and/or financial liability for the cost of improper use.

If I have an FS issued computer, I am also responsible to:

- Store corporate data within the corporate filing system, where it is backed up routinely. The FS defines corporate data as information owned, collected, maintained, or generated by the enterprise that has inherent value to and is intended for consistent, shared use within the enterprise.

For more information about Rules of Behavior be sure to review, "Frequently Asked Questions," on Page 6 of this Quick Reference Card.



To complete your contact information

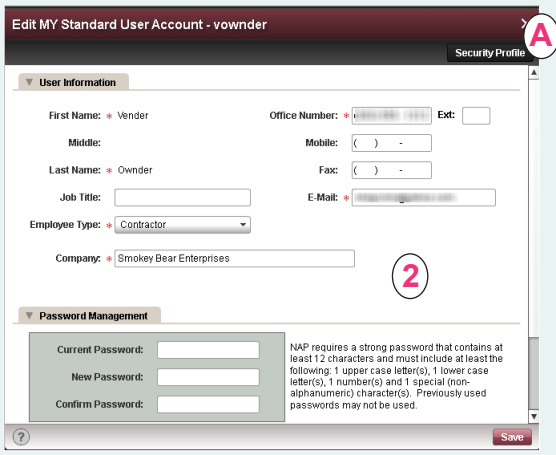
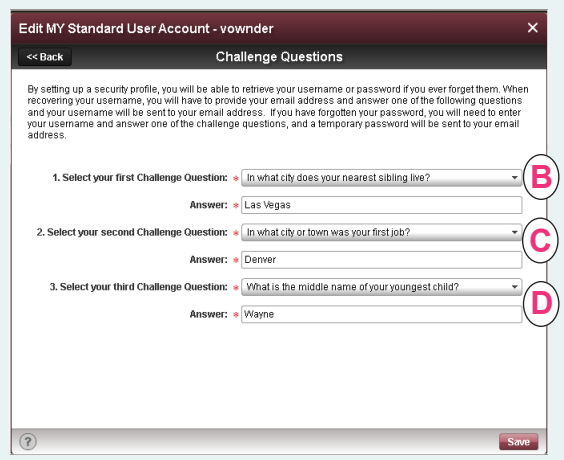
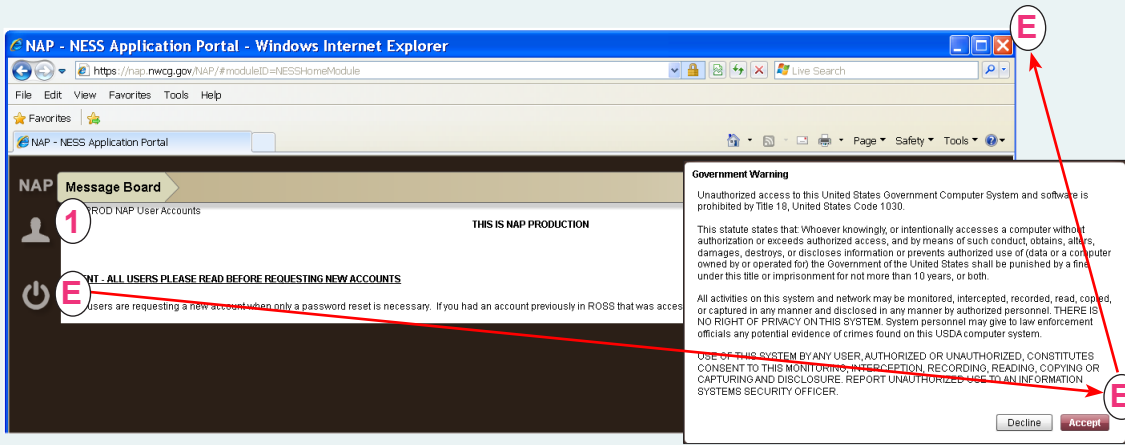
- 1 On the NAP Home screen, click 
- 2 On the **Edit MY Standard User Account** dialog box, edit/complete the following information as appropriate
 - Job Title
 - Employee Type
 - Office Number
 - Mobile
 - Fax
 - E-Mail.

You cannot change your First Name, Middle, and Last Name.

Save time by setting up your Challenge Questions now!

To set up your Challenge Questions

- A On the **Edit MY Standard User Account** dialog box, click **Security Profile**
- B On the **Challenge Questions** dialog box, click the **1. Select your first Challenge Question** drop-down arrow, and then click to select the **Challenge Question** of your choice.
- C In the first **Answer** text box, type the **Answer to Your Challenge Question**.
- D Complete the remaining **Challenge Questions** and **Challenge Question Answers**, and then click **Save**
- E To log off the NAP environment, click  on the **NAP Navigation Panel**, click **Accept** on the **Government Warning** dialog box, and then click 



Once you designate a valid E-Mail address and set up your Challenge Questions, you can retrieve your forgotten NAP User Account Name or NAP Password without Helpdesk support!

What is NAP and the NAP environment?

The National Enterprise Support System Application Portal (NAP) environment provides standardized user authentication and user account management. Web Status and ROSS version 2.14.1 use NAP to manage user accounts, passwords, and types of access to these programs.

What kind of account do I need to access Web Status?

You need a Standard NAP User Account to access Web Status.

Who approves my request for a new vendor (NAP) user account?

For vendor (NAP) user accounts, the owner of the company typically approves the request.

How many vendor user accounts may I request?

A vendor may request only one, unique vendor (NAP) user account.

Who do I contact to grant me access to Web Status?

First, be sure that you have performed all tasks in this Quick Reference Card. You must have obtained your vendor (NAP) user account, logged on successfully to the NAP environment, reset your temporary password, and answered your Challenge Questions. Once you have performed these tasks notify your local Dispatch Office or GACC to request access to Web Status.

How do I find out my Managing Organization for Web Status?

Contact your GACC or local Dispatch Office to run the User Community Report, "Vendors by Managing Organization." If your company and your managing organization is not listed on that report, contact the ROSS Helpdesk at 866-224-7677.

Do I need to contact the Helpdesk to retrieve my forgotten vendor user account or password?

No. If you already provided a valid e-mail account and set up your Challenge Questions you can retrieve this information yourself.

How do I retrieve a forgotten vendor user account?

Start your Internet browser, and then type <https://nap.nwccg.gov/NAP/> in the **Address** bar. In the **Enter Username** text box, click ? (the question mark). Enter your **e-mail address** and correctly answer the **Challenge Question**. Your vendor user account will be e-mailed to you.

How do I retrieve a forgotten password?

Your password must be reset to a temporary password. Start your Internet browser, and then type <https://nap.nwccg.gov/NAP/> in the **Address** bar. In the **Enter Password** text box, click ? (the question mark). Enter your **username** and correctly answer the **Challenge Question**. Your temporary password will be e-mailed to you. Before accessing Web Status, you must reset your temporary password.

Why isn't my vendor user account from last year already in Web Status?

If your vendor user account has not been accessed in the last 270 days it was not migrated to the NAP environment and therefore does not exist in ROSS as a Web Status account.

What are the Rules of Behavior?

The Rules of Behavior dialog box displays whenever you log in to the NAP environment for the first time, your acceptance of the Rules of Behavior has expired, or your acceptance of the Rules of Behavior is set to expire in 10 days or less. Every vendor user account holder must annually accept the Rules of Behavior before being allowed access to Web Status.

What are the rules for creating a password?

Your NAP Password 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 (!@#\$\$%^&*).

When does my password expire?

Your vendor (NAP) user account password expires every 60 days.

What is a temporary password?

Your temporary password is randomly generated by the system when your vendor (NAP) user account is created or reactivated, if a change occurs to your First, Middle, and Last Name, or if you forgot your password and need to reset it.