Quick Start Guide for ICAP

NOTE: The instructions and screenshots below are from last year. The screen(s) look a little different this year but if you follow the instructions below, it is still fairly accurate in the steps to get a Level 1 E-Auth account to give you access to apply for IMT positions.

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.fireportal.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

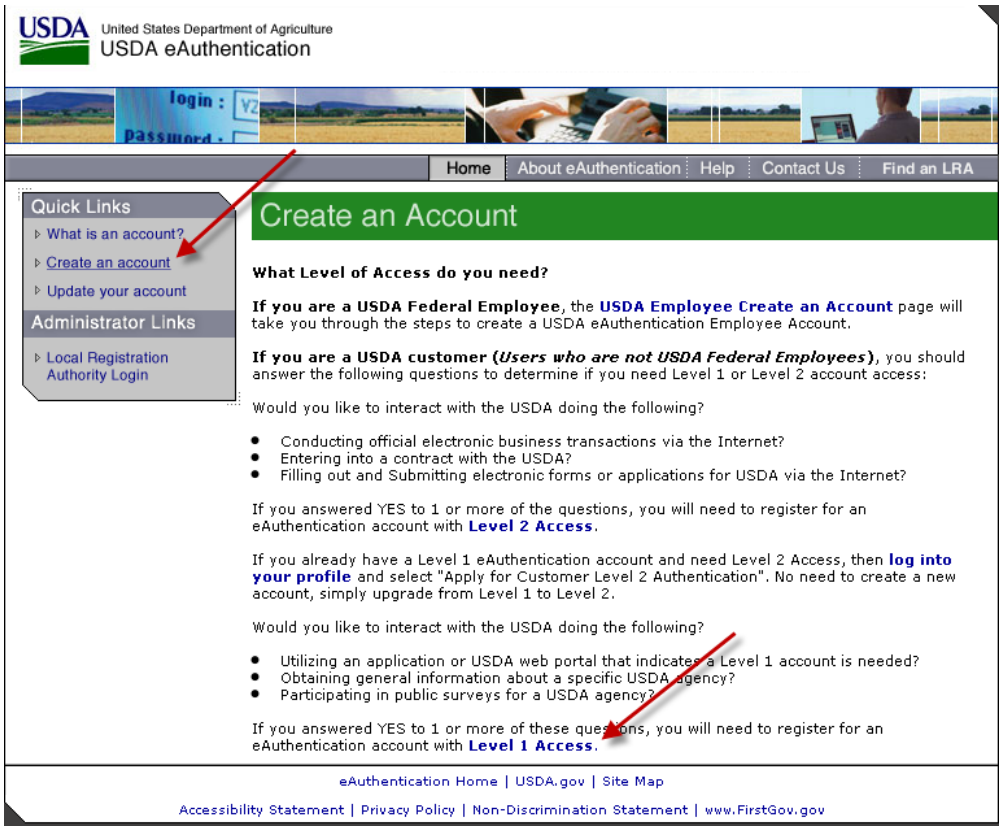
To obtain a login for NWPortal, go to this website:

http://www.fireportal.usda.gov

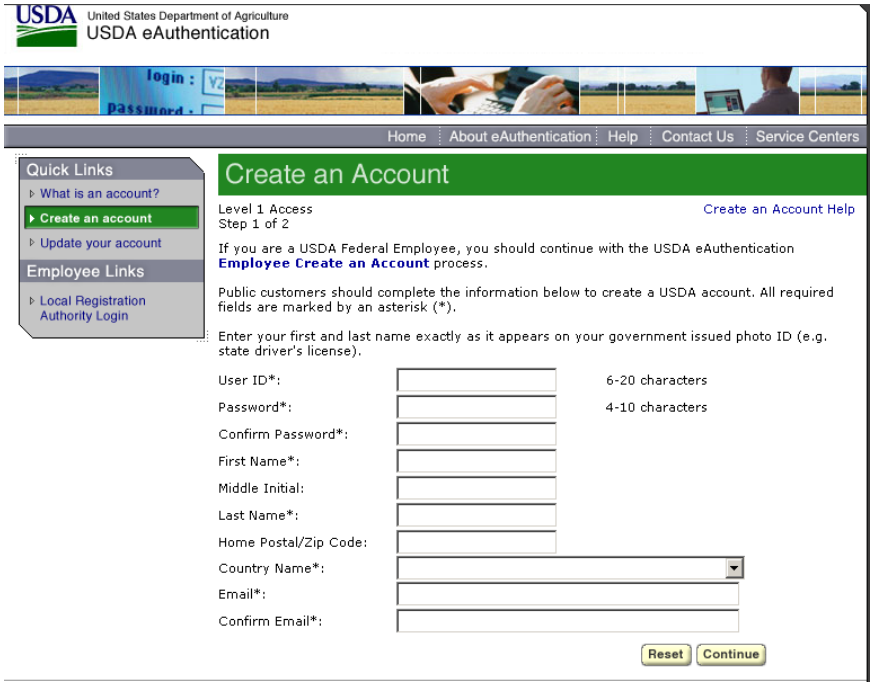
Move your cursor to "

" in the

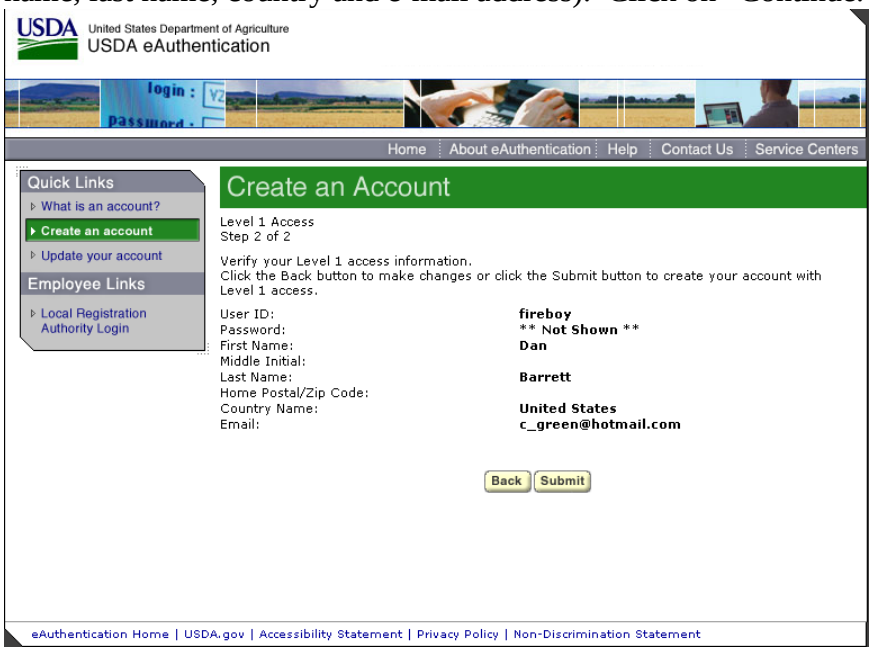
box.



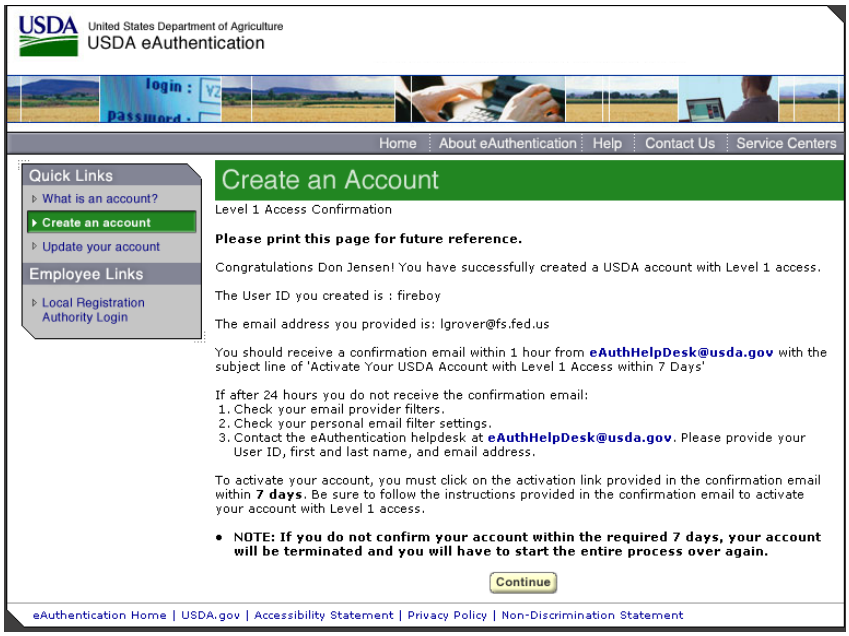
Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, **Create a LEVEL 1 account.**



You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on “Continue.”



If all of the information is correct, you need to “Submit” in order to complete the registration process.



Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. **Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.**
2. **Activate your account within 7 days of the receipt of this email.**
3. **Click ACTIVATE MY ACCOUNT**

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking UPDATE YOUR ACCOUNT. You can also access your account information from the USDA eAuthentication web site at http://www.eauth.egov.usda.gov.

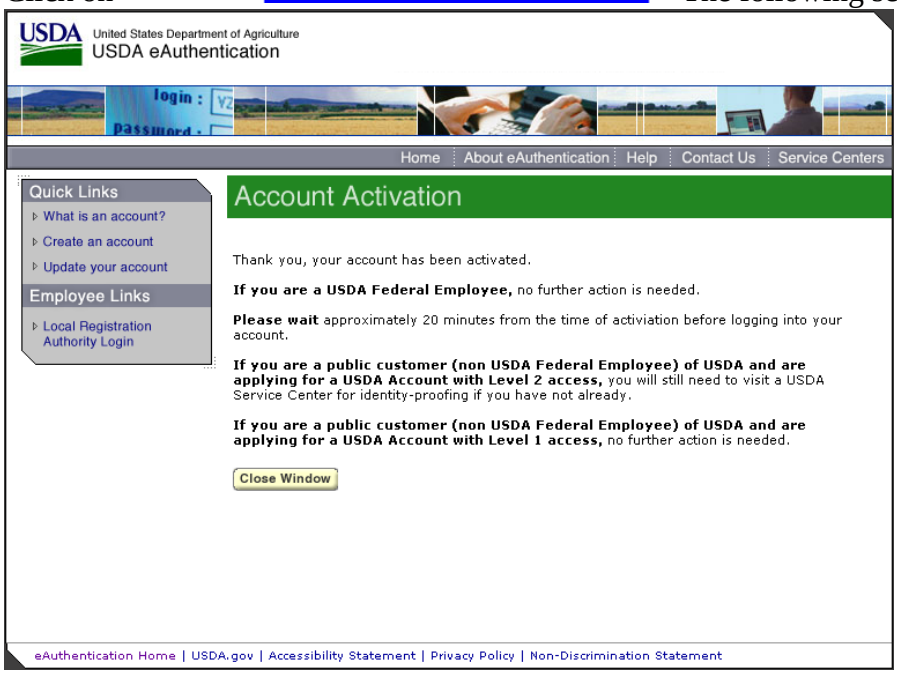
If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:
Your first and last name
Your eAuthentication User ID
Indicate whether you are a public customer, federal employee, state, or district employee
If you are a federal employee, provide the name of your employing agency
The URL (Web Address) of the Web site or application you were attempting to access
The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=fireboy&str=15182714112434-121162724311427-11528-1151413-13028"

Click on "3. **Click ACTIVATE MY ACCOUNT**" The following screen will appear.



You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

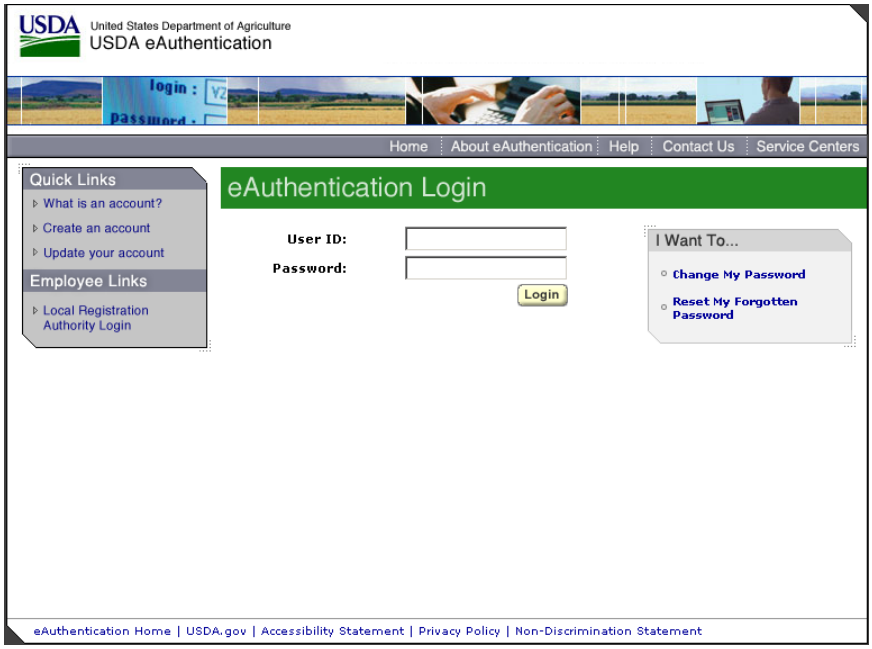
The email mentions waiting 20 minutes before logging, but this is not necessary.

Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.

Click on



Log in using the ‘user ID’ and ‘password’ you established.

Step 4: Selecting NWPortal systems, ICAP.

The first time you access NWPortal you need to request access to the ICAP application. Select 'Request Access to a System', then select the "ICAP - Incident Command Application".

The system manager will review your request and grant access. You will be notified via email.

The next time you enter FirePortal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.