

# How to request SIT / 209 access

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For users who need access to 209, SIT, or manage those who do. This includes getting appropriate permissions for the Southwest Area.



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# New User

## I Submit Request SIT-209 access from the Fire Application Portal

A) This will require what used to be known as iNap access, which has evolved into the Fire Application Portal. Normal access is via: <https://iwfirp.nwcg.gov/>  
*Users should consult with their agency or AD contacts for access to the Fire Application Portal.*

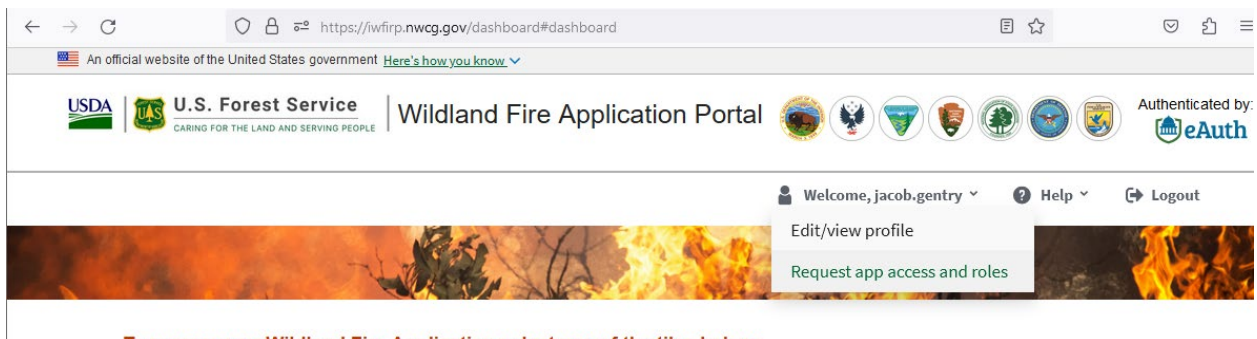
B) Upon successful login, confirm that the user does not already have access (or provisional access) to the SIT-209 by checking the shortcuts under:



*Note that the the user can toggle where applications appear on the dashboard with the star "+" or "-" on the top right of the tiles.*

If the user has the tile, they should click it and jump to [Existing Users](#).

C) Assuming the user does not have access, they need to select their username on the top towards the right, and the "Request app access and roles" option.



- D) User will be taken into the old iNap program to the “Request application access and roles page” enter the information as depicted below and hit submit to officially request access.

## Request application access and roles

**Application access and role status** +

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**Request application access and roles** -

ⓘ Requesting application access will result in a request to INAP. To request access to more than 1 application, please click the plus button below.

**Application access** **Instance(s)**

SIT209-SIT-209 PROD ⊖ ⊕

**Request application roles for SIT209 - PROD**

SIT209 Report Writer

ⓘ **Enter the contact who can validate your need to access this application.**

- You CAN NOT validate yourself.
- Agency employees: enter manager or supervisor.
- Contractors: enter your government contracting office personnel.

Use existing contact

**Contact's first name** **Contact's last name**

Jake or Milo Gentry

**Job title** **Phone number** **Ext (optional)**

SWCC Intel Coordinator (575) 842-3473

**E-Mail**

nmswc\_intell@firenet.gov

Submit Cancel

## II Request Roles from SWCC

- A) At this time, please fill out the form for SWA roles in SIT-209:  
[https://gacc.nifc.gov/swcc/Admin/Contact\\_Us/pw\\_requests/REQ\\_SIT-209\\_Roles\\_PW.htm](https://gacc.nifc.gov/swcc/Admin/Contact_Us/pw_requests/REQ_SIT-209_Roles_PW.htm)

Please make sure to indicate why you are requesting access—e.g. “SITL on team X for Smokey Fire” or “EDRC at specific dispatch center”—as it will save time when SWCC validates the access.

*Note that question 1 is yes and 2 is what we did in section I, if following this guide correctly.*

- B) The access request will go to NICC, who will then confirm with SWCC that the user should be granted access.
- C) SWCC will typically verify the user by contacting the local dispatch center or checking user in IROC. SWCC will make determination on access and roles and inform SIT-209 manager at NICC.
- D) SIT-209 manager will reply to user at the email associated with their Fire Application Portal account as well as SWCC confirming the access.

### III Confirm Provisional Access

- A) At this time the user will need to log into the [Fire Application Portal](#) (if they had been logged in already, they may need to log out and back in, or restart the browser as well) and locate the tile for the SIT-209 system by checking the shortcuts under:



B) Select the tile and a new tab will open on the SIT-209 homepage:



On the top right is the username in the SIT-209 system as well as some details on the user's role.

- C) Let SWCC know that they have access to the system, and they will be given the roles as requested in [step II](#).
- D) SWCC will confirm that roles were granted, please get a hold of [Intel Coordinator](#) if further assistance is needed.

## Existing SIT-209 User

### I Request Roles for Southwest Area

- A) Fill out the form for SWA roles in SIT-209:  
[https://gacc.nifc.gov/swcc/Admin/Contact\\_Us/pw\\_requests/REQ\\_SIT-209\\_Roles\\_PW.htm](https://gacc.nifc.gov/swcc/Admin/Contact_Us/pw_requests/REQ_SIT-209_Roles_PW.htm)

Please make sure to indicate why you are requesting access—e.g. "SITL on team X for Smokey Fire" or "EDRC at specific dispatch center"—as it will save time when SWCC validates the access.

- B) SWCC will typically verify the user by contacting the local dispatch center or checking user in IROC. SWCC will make determination and inform user of access.