

# 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.*

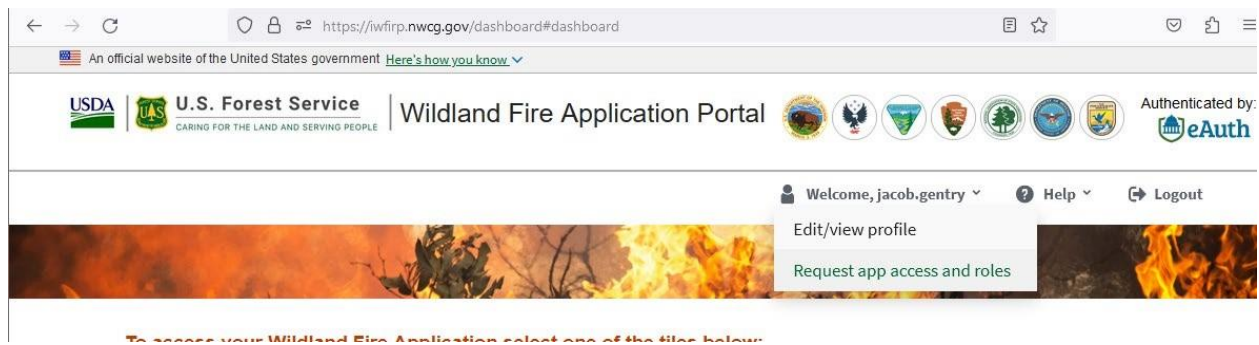
- B) Upon successful login, confirm that the user does not already have access (or provisional access) to the SIT-209 by checking the shortcuts under:



*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**

① To request access to more than 1 application, please click the plus button below.

**Application access** SIT209-SIT-209 **Instance(s)** Select Instance(s)...

**Verification contact information**

① Enter the contact who can validate your need to access this application.

- You CAN NOT validate your request (Do not enter your own name, e-mail or phone number).
- Agency employees: enter manager or supervisor.
- Contractors/Vendors: enter your government contracting office personnel.

☐ Use existing contact

**Contact's first name** Carrie **Contact's last name** Powell

**Job title** SWCC Intel Coordinator **Phone number** (970) 640-7245 **Ext (optional)**

**E-Mail** carrie\_powell@firenet.gov

E)

In the verification Contact Information add Carrie Powell “SW Intel Coordinator” 970-640-7245 [carrie\\_powell@firenet.gov](mailto:carrie_powell@firenet.gov)

## 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\\_SIT209\\_Roles\\_PW.htm](https://gacc.nifc.gov/swcc/Admin/Contact_Us/pw_requests/REQ_SIT209_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\\_SIT209\\_Roles\\_PW.htm](https://gacc.nifc.gov/swcc/Admin/Contact_Us/pw_requests/REQ_SIT209_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.