FAMAuth Users Guide

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This user guide is maintained by Dynamo-Alpha Omega, in collaboration with Fire and Aviation Management – Information Management.
Revision History

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This user guide is maintained by Dynamo-Alpha Omega, in collaboration with Fire and Aviation Management – Information Management.
Purpose

The purpose of this document is to guide new users through the steps of accessing applications in the FAMAuth portal. Review the flowchart below to determine which section(s) of this guide apply to you as a user that is accessing a FAM application from the FAMAuth portal for the first time.
Guide

Section I: Login via eAuthentication

This section is for users that have a USDA or DOI PIV card.

Access FAMAuth Portal
1. Go to: https://iwfirp.nwcg.gov

   Note: This will be your access point for your FAM application from now on so you can bookmark this page.

2. Select Government (eAuthentication)
Select your agency

3. Select USDA or DOI in the ‘Select Agency’ drop down

   a. Save the agency – recommended for users on their own computer. If on a computer being shared by multiple users, it may be preferable to select No

Enter your credentials

4. Select “Log In with PIV/CAC”. Can also select “Log In with Password” but this guide describes the use of a PIV card
a. Select the certificate

![Select a certificate](image)

b. Enter the PIN

![Enter PIN](image)

c. The Wildland Fire Application Portal is displayed. Find the tile for the FAM application you want to use, click the Access button on it, and continue to next section of the flowchart

![Wildland Fire Application Portal](image)
Section II: Login via Login.gov

This section is for users that do not have a USDA or DOI PIV card but do have a Login.gov account.

This guide assumes that your Login.gov account was set up using text message for the 2nd level authentication. Using other methods will result in different screens than shown below.

Access FAMAuth Portal

1. Go to: https://iwfirp.nwcg.gov

   Note: This will be your access point for your FAM application from now on so you can bookmark this page.

2. Select Public Partners (Login.gov)
Enter your credentials

3. Enter your Login.gov email address, password and select “Sign in”

Note: A new one-time security code will be sent to your phone, this is your 2nd level of authentication.
a. Enter one-time security code sent to your phone. If on a computer that is shared by multiple users, uncheck “Remember this browser”. Select “Submit”

b. The Wildland Fire Application Portal is displayed. Find the tile for the FAM application you want to use, click the Access button on it, and continue to next section of the flowchart.
Section III: Create a Login.gov Account

This section is for users that do not have a USDA or DOI PIV card and do not already have a Login.gov account.

Access FAMAuth Portal

1. Go to: https://iwfirp.nwcg.gov

Note: This will be your access point for your FAM application from now on so you can bookmark this page.

2. Select Public Partners (Login.gov)
3. **If you have an existing Login.gov account sign into your existing account (see Section II), else Create a Login.gov Account by selecting ‘Create an Account’**

![Login.gov sign in page](image-url)
a. Enter your email address *(does not need to match you iNAP email address)*
b. Select your language
c. Check the ‘Rules of Use’ box
d. Select ‘Submit’

**Note:** An email will be sent to the email address entered in step (a.)
e. Confirm Email
   i. Go to your email account
   ii. Find the email from Login.gov
   iii. Click on the ‘Confirm email address’ Link within the email that you received

CONFIRM YOUR EMAIL

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

https://secure.login.gov/signup/email/confirm?request_id=79663654-e01c-4f51-a014-2a15651b85ef&confirmation_token=17cisjx0dd2c3j1pawu6kly4

Please do not reply to this message. If you need help, visit www.login.gov/help

About Login.gov  |  Privacy policy
f. Create a strong password

Note: Password must contain at least 12 characters with a good or better strength rating (3 green bars) to continue. Remember your password.
g. Select ‘Continue’
h. Select your 2nd level Authentication Method: ‘Text or Voice Message’
   i. We recommend using Text if possible
   ii. Do not use web based VOIP phones
   iii. Note: If you chose to use a different authentication method, we cannot provide any further guidance for you.
   iv. You will be required to use this 2nd level of authentication each time you log into your FAM application.

i. Select ‘Continue’
j. **Text or Voice Message Authentications**
   i. Login.gov will send you a security code each time you sign in, so ensure you use a phone number you have access to.
   ii. Message and data rates may apply. Do Not use web based VOIP phone service.

k. Enter your phone number

l. Select Text Message or Phone Call
   i. We recommend Text

m. Select Send Code.

**Note: The code will expire in 10 minutes.**
n. Enter your one-time security code that you received either text or call
o. If on a computer that is shared by multiple users, uncheck “Remember this Browser”
p. Select ‘Submit’
Note: You should see a confirmation from login.gov like the one below that ‘A phone was added to your account’ and the email address associated with your login.gov account.

q. Select ‘Agree and Continue’
You have successfully created a Login.gov account and the Wildland Fire Application Portal is displayed. Find the tile for the FAM application you want to use, click the Access button on it, and continue to the next step of the flowchart.
Section IV: Link with iNAP Profile

This section pertains only to FAM applications that use iNAP for authorization of access and roles: Data Warehouse, e-ISuite, FEPP, IROC, LESO, OIS, SIT209 and WIMS.

This section is for users that have an existing profile (or account) in iNAP and are already able to login to the Wildland Fire Application Portal via either Login.gov or eAuthentication.

Link your Login.gov or eAuthentication Account with your iNAP Profile
1. On the Wildland Fire Application Portal Dashboard page, find the tile for the FAM application you want to use and click the Access button on it
Note: If you DO NOT have an existing iNAP account do not proceed – go to section V.

2. Select “I have an iNAP profile already”, and select “Next”

3. Enter your iNAP email address, and select “Submit”

Note: iNAP will email your PIN to the email address provided. The email will come from donotreply@nwcg.gov
4. Enter your PIN that was emailed to you, and select “Submit”

![Enter your PIN](image)

5. Review your profile for accuracy, and select “Save”

Note: If logged in via Login.gov then under “Linked accounts” it shows you have linked your Login.gov account with your iNAP profile.
Note: If logged in via eAuthentication then under “Linked accounts” it shows you have linked your eAuthentication account with your iNAP profile.

You will see this page display. You have successfully connected your iNAP profile and Login.gov or eAuthentication account. This is a one-time process. The next time you click the “Access” button on the application tile you wish to use you will be redirected to the FAM application.
Section V: Create iNAP Profile

This section pertains only to FAM applications that use iNAP for authorization of access and roles: Data Warehouse, e-ISuite, FEPP, IROC, LESO, OIS, SIT209 and WIMS.

This section is for users that do not have a profile (or account) in iNAP and are already able to login to the Wildland Fire Application Portal via either Login.gov or eAuthentication.

Request iNAP profile
1. On the Wildland Fire Application Portal Dashboard page, find the tile for the FAM application you want to use and click the Access button on it

Note: The OIS application is used as an example in this guide and is reflected in the screen shots to follow. Actual screens will reflect the application for the tile you want to use.

Note: If you are not a new user and have an existing iNAP account do not proceed – go to section IV.
2. Select “I do not have an iNAP profile yet”, and select “Next”

![Link with iNAP](image)

3. Enter user information

![Request access](image)
4. Verify the requested application access and roles
   a. The “Application access” drop down will default to the tile that was clicked in step 1
   b. In most cases the “Instance(s)” drop down will default to “PROD”
   c. If the application has roles stored in iNAP they will be presented as check boxes, with
default roles already checked. Check any additional roles that you would like to request
5. Enter verification contact information, and select “Submit”

![Request application access and roles](image)

6. If access to another application is not needed, then select ‘No, Submit my request’

![Confirm additional access](image)

Note: You will see this page display. You have successfully requested a new iNAP profile that will be connected to your new Login.gov or eAuthentication account.
Note: STOP HERE, close your browser, and wait until your account is approved. Once approved you will receive 4 emails. After you receive the emails, you will be able to proceed.

7. Upon confirmation and approval of your iNAP request by the approving official you will receive multiple email messages from donotreply@nwcg.gov

Note: “OIS” will be replaced with your application in the emails.
   a. Application Access for OIS-PROD Approved
   b. Application Role Request for OIS-PROD Approved
   c. iNAP User Account Information (Username) keep this one
   d. iNAP User Account Information (Temporary Password) if you get this temporary password email for iNAP disregard-delete it

Accept Rules of Behavior

8. Login to https://iwfirp.nwcg.gov again and click “Access” on the application you wish to use. Read the “Rules of behavior” and select “Accept”

Rules of behavior

Notice to user Julia Wilson

In compliance with USDA and federal security policies, you must accept the following rules of behavior annually, prior to being granted access to FAMAuth 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 6680-0682 and 6683-0684), for which I am responsible, are summarized below. I understand and agree that I must periodically review the FSM Chapter 6680 for changes.
Note: The “Rules of behavior” must be accepted the first time a new iNAP profile is used, and once per year after that.

You will receive a message on the screen that you are leaving iNAP.

You have successfully created an iNAP profile that is linked to your Login.gov or eAuthentication account. This is a onetime process. The next time you click the “Access” button on the application tile you wish to use you will be redirected to the FAM application.