

## To request a NAP User Account

An asterisk (\*) denotes a required field.

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

4 On the **User Information** tab on **Request User Account** dialog box, complete the following information about your request, and then click **Next >>**

- First Name\*
- Middle
- Last Name\*
- Job Title
- Employee Type\*
- Organization Unit\*
- Agency\*
- Office Number\*
- Mobile
- Fax
- Email\*



Helpdesk: 866-224-7677  
 email: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)

**Proceed to the next page**

## To request a NAP User Account - *continued*

**5** On the **Applications Requested** tab, click to select one or more of the **Standard Account Types** and **Privileged Account Types** check box(es) for your request, and then click **Next >>**

**6** On the **Verification Contact** tab, complete the following contact information for the manager or supervisor who will verify your request

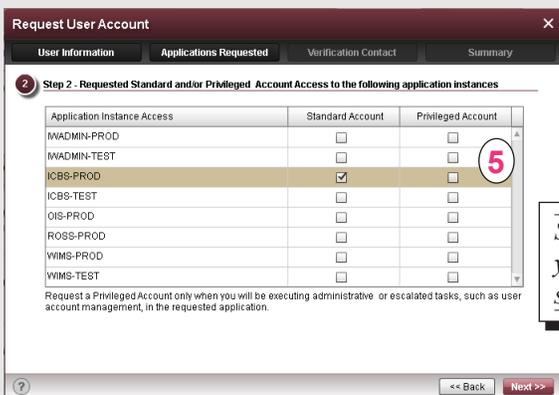
- Contact's First Name
- Contact's Last Name
- Phone Number
- Title
- Email

**7** If requesting both a Standard and Privileged NAP User Account, click **Copy from Standard** to copy the contact information.

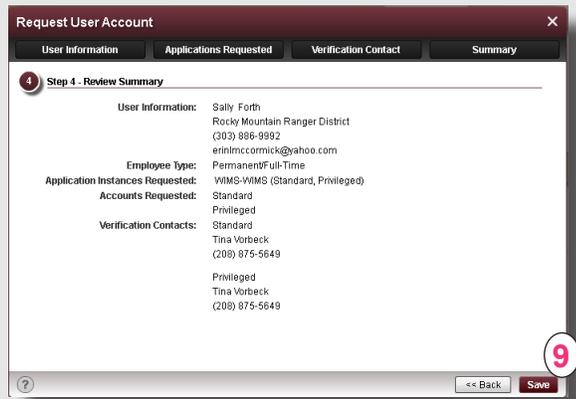
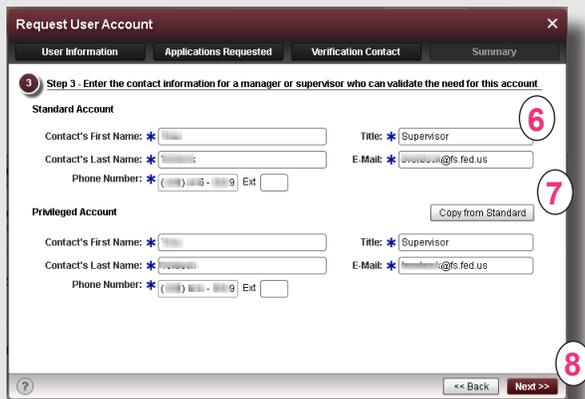
**8** Click **Next >>**

**9** On the **Summary** tab, review your request information, and then click **Save**

*Once you complete your request, notify your supervisor. Your supervisor will verify your request and then contact the Helpdesk, which finalizes and validates your request.*



*Select the applications you need to perform your job. If you have any questions contact the supervisor who verifies your request.*



*On confirmation and approval of your request, 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.*

