

This KM explains how to request an ICBS account and what credentials should be used to log in.

Before you can set up a user account for ICBS, you must complete the mandatory Security and Privacy course for the current fiscal year AND read and sign the “Rules of Behavior” agreement. Obtain both the security/privacy course completion certificate and signed Rules of Behavior before creating the user account. Collecting these documents is the responsibility of the Cache Account Administrator (CAA) at each cache.

New users must also have a NESS Application Portal (NAP) account for access to the ICBS-R application.

End User Solution

There are two possible solutions; requesting a new account or existing NAP users may get an account on ICBS.

New Account Request

The first step in gaining access to ICBS is to request a NAP account. Follow these steps to request a NAP account:

1. Go to the NAP website at <https://nap.nwcg.gov/NAP>.
2. Review and click **Accept** at the Government Warning.
3. Click **+ Request User Account** in the upper right hand corner.
4. Fill out and submit the form ensuring all information entered is correct.
5. Select ICBS-PROD Standard Account in the Applications Requested window.

NOTE: Please ensure you request a Standard Account and NOT a Privileged Account. ONLY a Cache Account Admin can request Privileged accounts. DO NOT select ICBS-TEST.

6. Enter a verification contact that can validate your identity and the need for a NAP account. You CAN NOT validate yourself.

Once you submit the request, it is sent to the ICBS Administration team for approval. Upon approval, you receive an email with your username and a separate email with a temporary password.

NOTE: You must contact your Cache Account Admin to give them your new NAP username to make sure it matches with your ICBS username.

Existing NAP account users

When you have already have an existing NAP account to access other applications, you can request ICBS access following these steps.

1. Go to the NAP website at: <https://nap.nwcg.gov/NAP/#>.
2. Click **Manage Account** from the left menu options

3. In the Edit Standard User Account popup window, scroll down to the Applications Requested section
4. Check the ICBS-PROD checkbox, and click **Save**.
5. You receive an email when the ICBS-PROD role has been added to your NAP account.

NOTE: You must contact your Cache Account Admin so they can add your NAP account into ICBS.

For more information on requesting and setting up ICBS accounts, follow KM 35591 [ICBS: ID Administration](#).

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