

## Creating and Deleting User Accounts Using the Configurator

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**Note:** You can only create and/or delete user accounts if you have Cache Account Admin Privileges.

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This documentation explains how to create and delete a user account, using the Configurator. You can assign permissions, add address, and contact information and delete a user account.

### *To Create a New User Account:*

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**Note:** Before you create a new ICBS user account verify that the new user has completed the mandatory Security Awareness Training for the fiscal year, and read and signed the “Rules of Behavior” agreement. Copies of Completion of Security Awareness Training and Signed Rules of Behavior, must be kept on file for each user.

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1. Log into ICBS using your **Privileged Account** username and password.
2. Click **Configuration**.
3. Click **Launch Application Manager**.
4. Minimize the **Do not close this window** pop-up window. The **Application Manager** menu appears.

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**Note:** It can take several minutes for the **Applications Manager** to launch.

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5. Click **Applications**.
6. Click **Application Platform**.
7. Click **Security**.
8. Double-click **Users**. The **Users** screen appears.
9. In the Search Results field, click the icon with a picture of man with a green +. The **User Details** screen appears.
10. Enter the **User ID (NAP user name.)**
11. Enter the **User Name**; first and last name.
12. Enter the **NAP Password**.
13. Navigate to the **Primary Info** tab.
14. Select **Theme** from the drop-down list.
15. Select **Locale** from the drop-down list.
16. From the **Menu Group**, select **NWCG Menu All** from the drop-down list.
17. Click the gold colored cog icon and the **Contact Address Details** pop-up window appears.

18. Enter the user's first name in the **Given Name** field.
19. Enter the user's last name in the **Surname** field.
20. Enter the **Agency/Department** associated with the user. For example, USDA Forest Service.
21. Enter the **Street Address** for the fire cache location.
22. Enter the **City** for the fire cache is location.
23. Enter the **State** for the fire cache is location.
24. Enter the **Zip** code for the fire cache is location.
25. Enter US for the **Country** for the fire cache is location.
26. Click **OK**.
27. Click to select a **Group ID** to begin assigning permissions for users. **Select only NWCG Group ID's; do not select NWCG\_ALL.**
28. Click the right arrow located between the **Group Subscriptions** and **Subscribed** screens to add a user subscription (permission.) To remove a user subscription (permission), click the left arrow located between the **Group Subscriptions** and **Subscribed** screens.
29. Click the floppy disk icon in the upper right-hand corner to save the information.
30. Click to select the **Queue Subscription** tab to begin assigning queues to the user.
31. Click **Queue ID** and select the appropriate queue for the user. A user can have more than one queue.
32. Click on the right-arrow icon located between the **Queue Subscriptions** and **Subscribed** screens to add a user queue. To remove a user subscription (permission), click the left arrow located between the **Group Subscriptions** and **Subscribed** screens.
33. **Click the Printer Preferences tab.**
34. Click blank text box under **Printer ID**. A list of printer appears.
35. Select the appropriate printer name.
36. To add another printer for the user, click the asterisk \* icon next to the first printer name. Repeat steps 36 and 37 to add additional printers for the user.
37. Click the floppy disk icon in the upper right-hand corner to save the information.

### To Delete An Existing User Account:

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**Note:** When moving Cache Personnel from one Cache to another for fire assignments, delete the user from their home cache so you may add them to their new cache.

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1. Log into ICBS using your **Privileged Account** username and password.
2. Click on **Configuration**.
3. Click **Launch Application Manager**.
4. Minimize the **Do not close this window** pop-up window. The **Application Manager** menu appears.

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**Note:** It can take several minutes for the **Applications Manager** to launch.

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5. Click **Applications**.
6. Click **Application Platform**.
7. Click **Security**.
8. Double-click **Users**. The **Users** screen appears.
9. In the Search Results field, click the icon with a picture of man with a green **+**. The **User Details** screen appears.
10. Click the binoculars icon next to the **blue** left arrow icon.
11. Click the **User ID** for the person you want to delete.
12. Click the man icon with the **red X** in right hand corner of **Search Results** screen.
13. Click **OK** in the Confirmation pop-up window to confirm the deletion.
14. Click the floppy disk icon in the upper right-hand corner to save the information.