

Requesting a NAP User Account

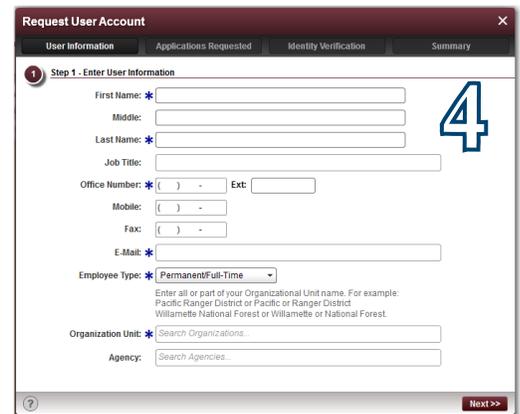
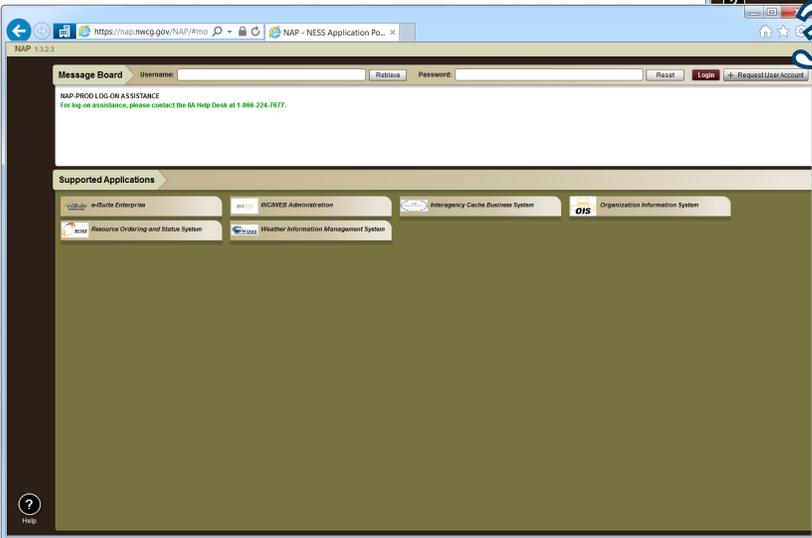
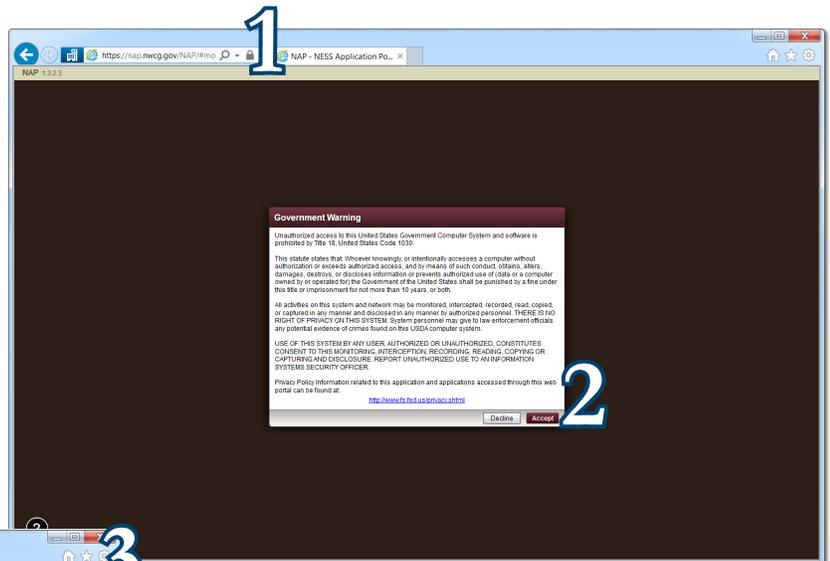
To request a NAP User Account

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

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

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

Screen captures



To request a NAP User Account - *continued*

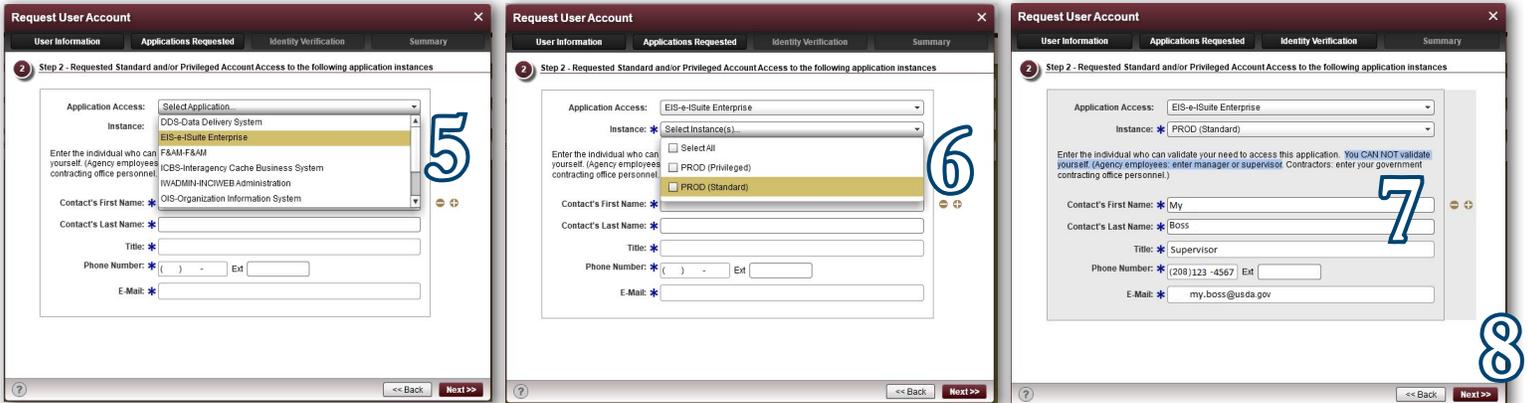
- 5 On the **Applications Requested** tab, click the **Application Access** drop-down arrow, and then click the **Application** of your choice.
- 6 Click the **Instance** drop-down arrow, click the **Instance(s)** check box(es) of your choice, and then click the **Next >>** button.
- 7 On the **Identity Verification** tab, complete the following contact information for the manager or supervisor who will verify and approve your request
 - Contact's First Name*
 - Contact's Last Name*
 - Phone Number*.
 - Title*
 - Email*

- 8 When finished adding all **Contact Information**, click the **Next >>** button.
- 9 On the **Identity Verification** tab, click the **Identity Verification Contact** drop-down arrow, click the **Contact** of your choice, and then click the **Next >>** button.

If you specified only one manager or supervisor in step #7, you can skip this step!
- 10 On the **Summary** tab, click the **Save** button, and then close your Internet browser.

Once you obtain your NAP User Account(s) and Temporary NAP Password from donotreply@nwcg.gov, perform the tasks outlined in Getting Started Checklist for NAP.

Screen captures



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.

