Requesting a NAP User Account

To request a NAP User Account

An asterisk (*) denotes a required field.

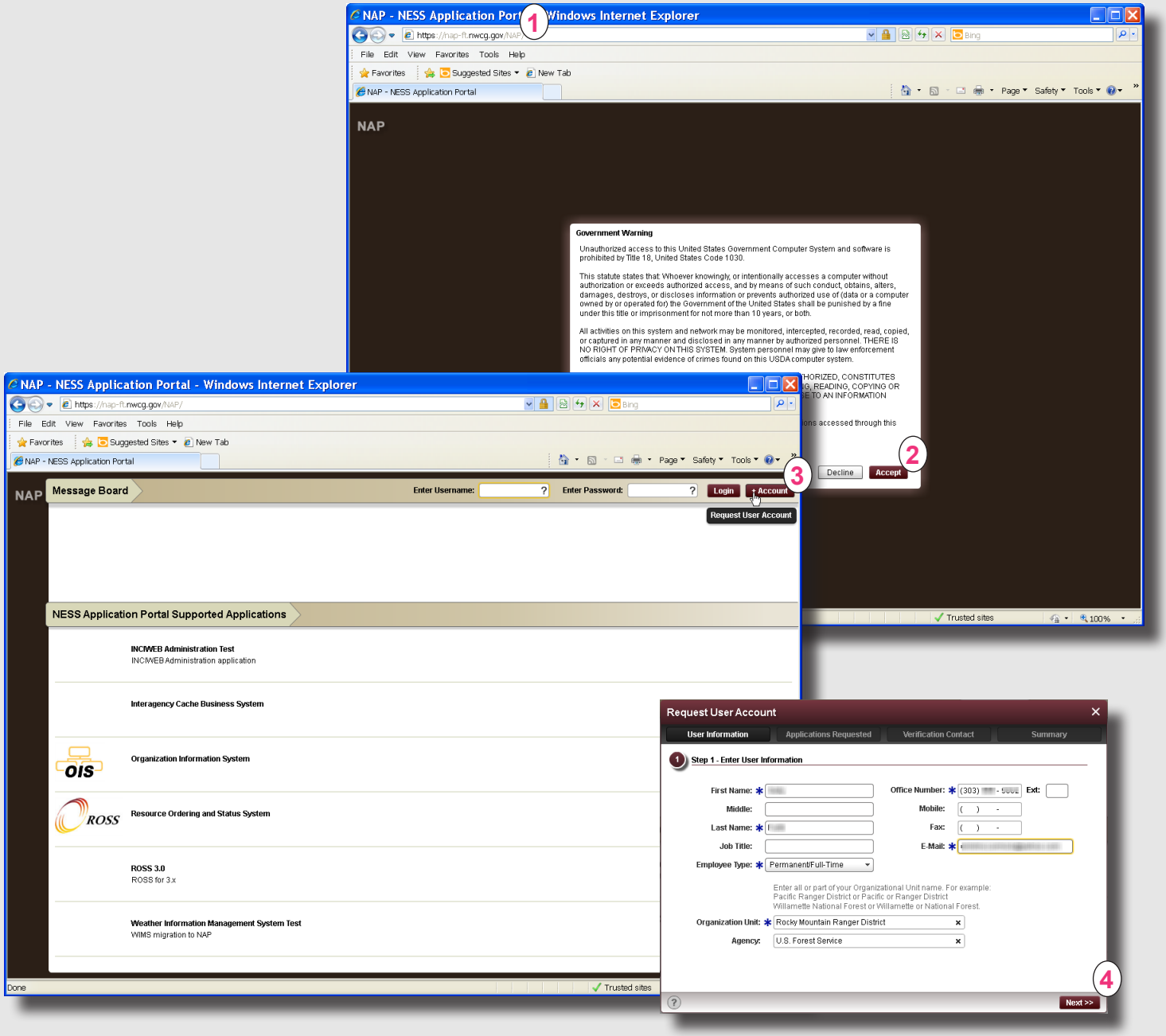
1 Start your Internet browser, type https://nap.nwcg.gov/NAP/ in the **Address** bar and then press [Enter].

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

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

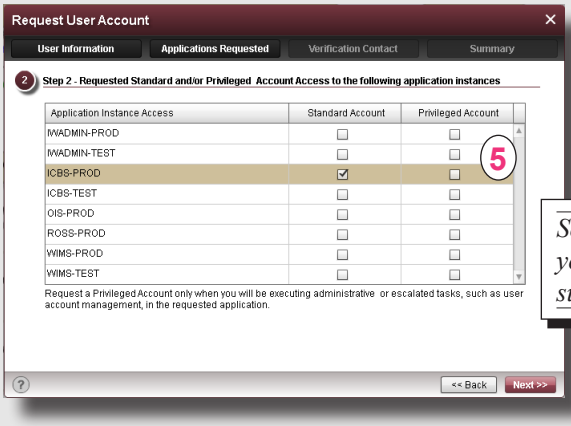
- Contact's First Name
- Contact's Last Name
- Phone Number.
- Title
- Email

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

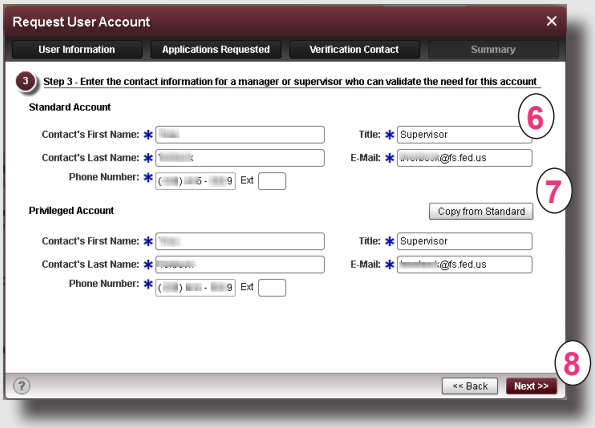
8 Click **Next >>**

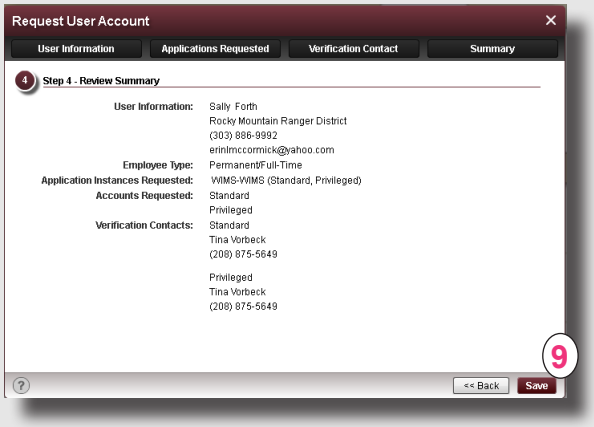
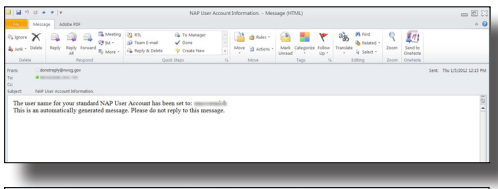
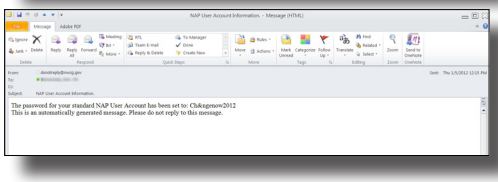
9 On the **Summary** tab, review your request information, and then click **Save**

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.