Getting Started Checklist for NAP

1. To log on to the NAP environment

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

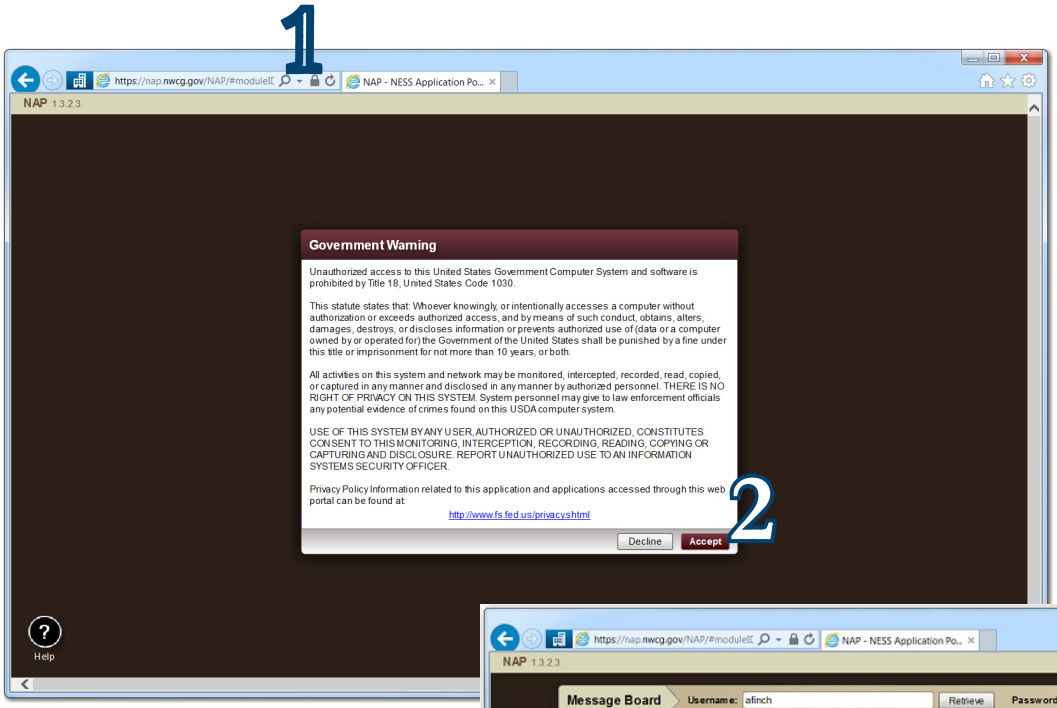
2 On the **Government Warning** dialog box, click the **Accept** button.

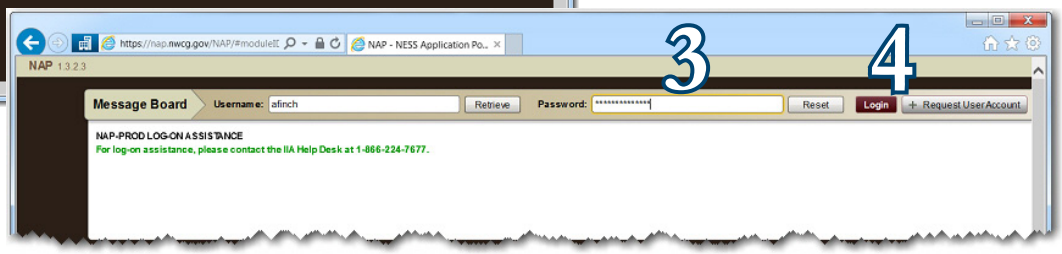
3 On the **NAP Home** screen, perform the following

- in the **Enter Username** text box, type your **NAP User Account Name**
- in the **Enter Password** text box, type your **NAP Password**.

4 Click the **Login** button.

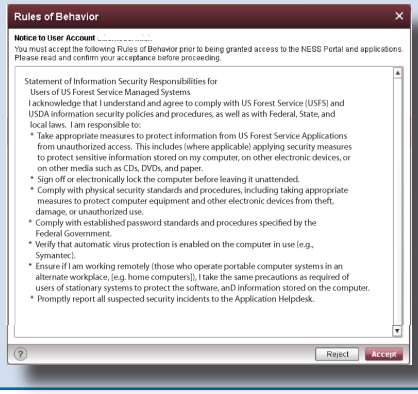
Screen captures



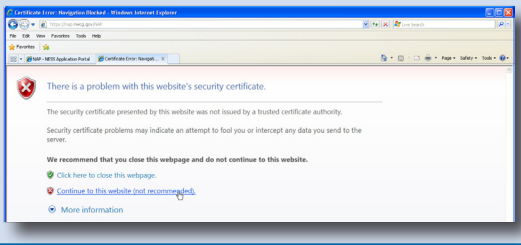


The Rules of Behavior dialog box displays whenever one of the following occurs:

- *You log in to the NAP environment for the first time*
- *Your acceptance of the Rules of Behavior has expired*
- *Your acceptance of the Rules of Behavior is set to expire in 10 days or less.*



If the Certificate Error: Navigation Blocked window displays when you try to access NAP, click ***Continue to this website (not recommended)****, and then continue to log on to the NAP environment.*



Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

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2. To complete your contact information

1 On the **NAP Home** screen, click the **Profile** icon.

2 On the **Edit MY Standard User Account** dialog box, edit/complete the following information as appropriate

- Job Title
- Employee Type
- Office Number
- Mobile
- Fax
- E-Mail.

You cannot change your First Name, Middle, and Last Name.

3. To set up your Challenge Questions

A On the **Edit MY Standard User Account** dialog box, click the **Security Profile** button.

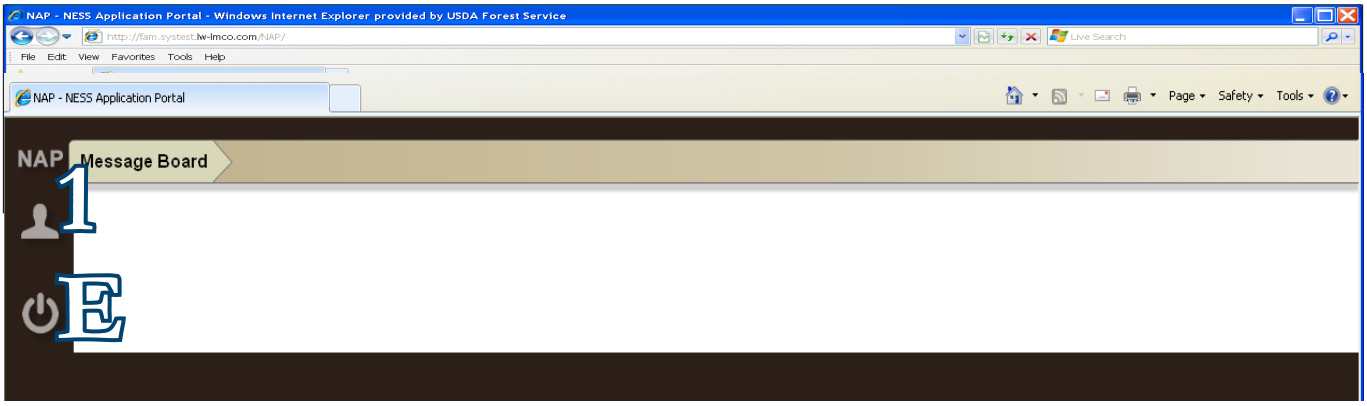
B On the **Challenge Questions** dialog box, click the **1. Select your first Challenge Question** drop-down arrow, and then click to select the **Challenge Question** of your choice.

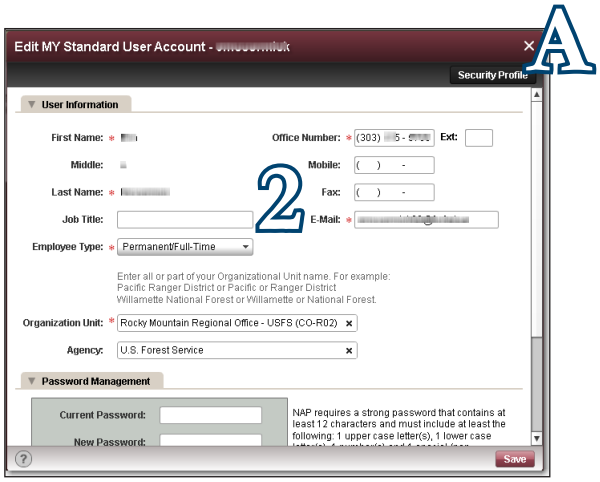
C In the first **Answer** text box, type the **Answer to Your Challenge Question**.

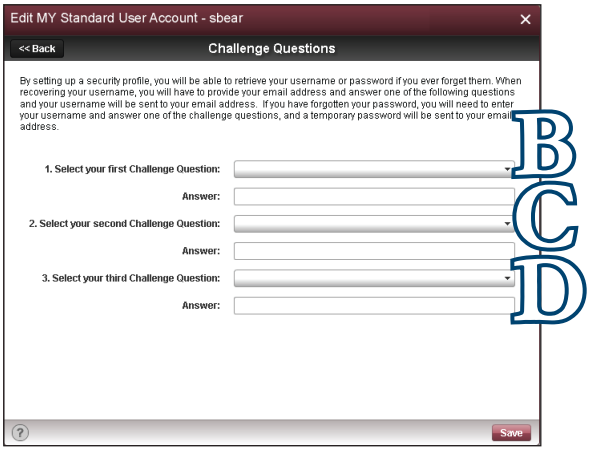
D Complete the remaining **Challenge Questions** and **Challenge Question Answers**, and then click the **Save** button.

E To log off the NAP environment, click the **Logout** icon on the **NAP Navigation Panel**, and then close your Internet browser.

Screen captures







The text boxes that display on the Edit MY Standard User Account dialog box are based on Employee Type. Some text boxes may not display on the dialog box that appears for the Employee Type you select.

Once you designate a valid E-Mail address and set up your Challenge Questions, you can retrieve your forgotten NAP User Account Name or NAP Password without Helpdesk support!