Requesting a ROSS Account for an IQSWeb User

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To send resource and qualification information from IQSWeb to ROSS, you must have a ROSS user account at the dispatch center that services the IQS resources. This Quick Reference Card explains how to determine and request the appropriate access from your ROSS Account Manager at your servicing dispatch center. Be sure to advise your ROSS Account Manager whether you already have a ROSS account and whether you also use the interface with Altaris CAD.

If you are an IQSWeb user who....	your ROSS account should have these attributes... Account Type	Role	Account Notification
...does not use ROSS, Web Status or the CAD interface, ask your ROSS Account Manager to create a new account for you	Services Access	Services Access Only	IQS
...also uses ROSS or Web Status, ask your ROSS Account Manager to modify your existing ROSS account *Since imports are disabled for those using the interface, you do not need the Qualifications Import Manager role.*	ROSS User	Basic User (*and other roles appropriate to your duties in ROSS)*	IQS
...also uses ROSS and the CAD interface, ask your ROSS Account Manager to modify your existing account	ROSS User	Basic User and Dispatcher	IQS and your CAD system (*e.g. CABDU)*
...manages IQS resources that are serviced by two or more ROSS dispatch centers, you only need one ROSS account (Services Access or ROSS User). However, the ROSS Account Managers at the other centers must add your account and assign role(s). *Be sure to advise each of the ROSS account managers that you need access to their dispatch center in order to use the IQS interface.*	Services Access or ROSS User	Services Access Only or Basic User (*and other roles appropriate to your duties in ROSS)*	IQS

ROSS Password Policy

Once assigned a user name and temporary password, you will be prompted to change your password the first time you log in to ROSS. Your temporary password will not work over the interface.

- The minimum length of the password is 12 characters.
- It must contain at least one alpha character (Aa – Zz).
- It must contain at least one digit (0 – 9) ***or*** one special character.
- You must create 24 unique new passwords before reusing an old password.
- Your password expires after 60 days.
- The minimum age of your password is 24 hours.
- Your account is locked after three failed login attempts.

Use the automated ROSS Password Reset Service to reset your locked account or an expired or forgotten password. You must preregister your ROSS account to use the PRS. It is fast and easy!

To keep your ROSS password current

Once your password expires, you have a limited number of opportunities to create a new one When you exhaust these attempts your account is locked!

- To update your ROSS password before it expires, log into ROSS, click to select **Change Password** from the **File** menu, and then change your password using the rules outlined in the **ROSS Password Policy**.

  If your password has already expired, you will be prompted to change it the next time you log into ROSS. In IQSWeb, you the following error displays, "Password expired. Please contact your ROSS administrator to reset the password."

- To update your ROSS password if you do not use ROSS, log into the Password Reset Service (PRS) at https://rossweb.nwcg.gov/prs/app

For more information about using the Password Reset Service see the Quick Reference Card, "Using the Password Reset Service," located on the ROSS Main Page at http://ross.nwcg.gov.