

Getting Started Checklist for NAP

DATE: 03/05/12

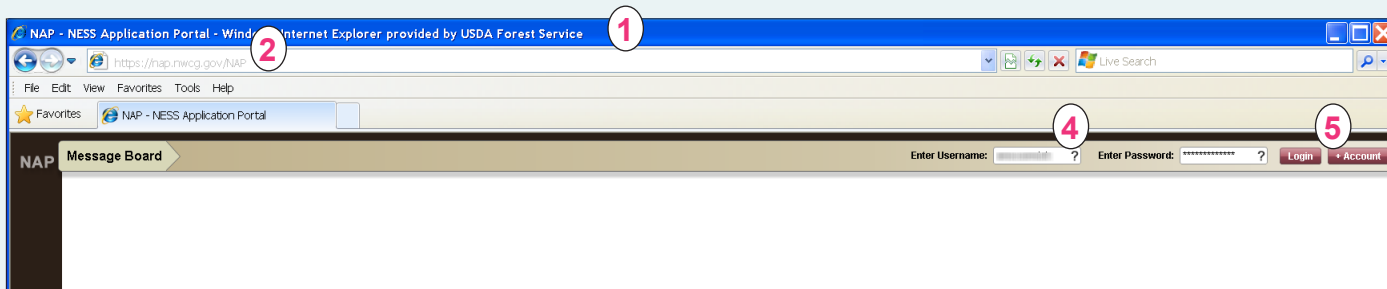
VERSION 2.14.1

This Quick Reference Card outlines the process for verifying and updating your contact information in the NAP environment when ROSS version 2.14.1 is deployed into Production. Complete all three steps listed on this checklist!

1. To log on to the NAP environment

- 1 Start your Internet browser.
- 2 In the Address bar, type <https://nap.nwcg.gov/NAP/> and then press [Enter].
- 3 On the Government Warning dialog box, click **Accept**

- 4 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**.
- 5 Click **Login**



Government Warning

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030.

This statute states that Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY ON THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system.

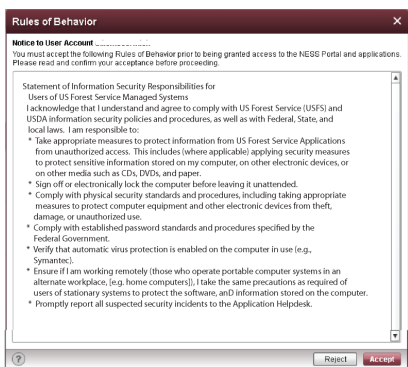
USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

3

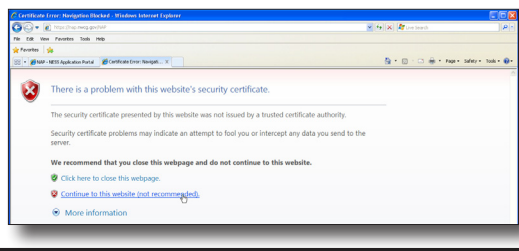
Decline Accept

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.*



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


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2. To complete your contact information

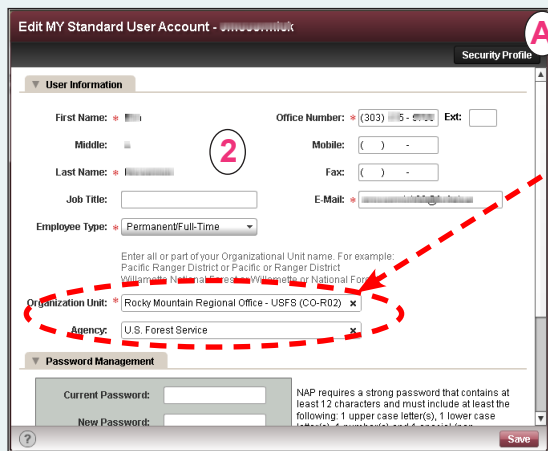
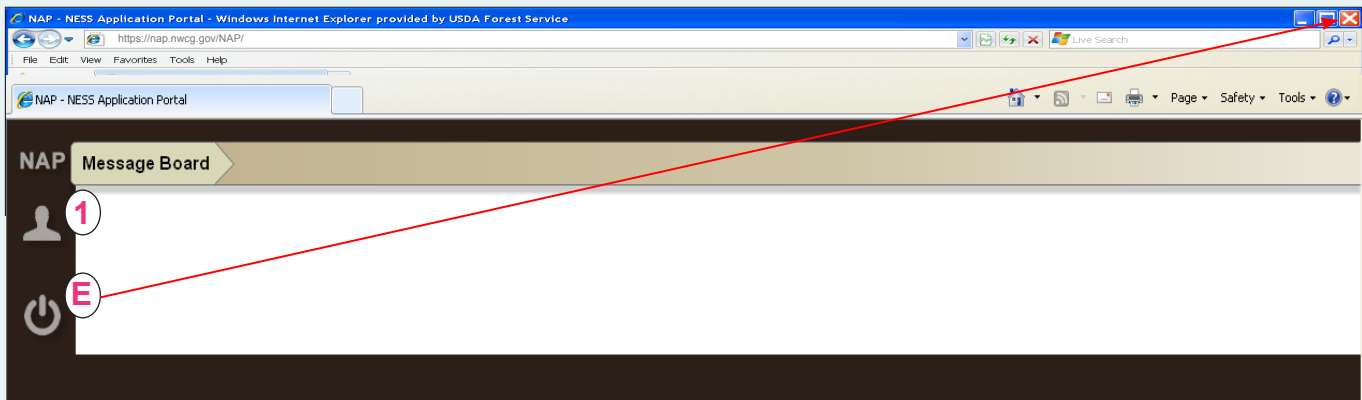
- 1 On the NAP Home screen, click 
- 2 On the **Edit MY Standard User Account** dialog box, edit/complete the following information as appropriate
 - Job Title
 - Mobile
 - Employee Type
 - Fax
 - Office Number
 - E-Mail.

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

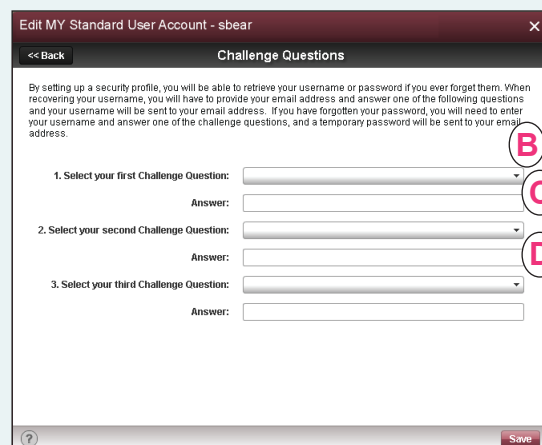
Do not change your Agency and Organization Unit information!

3. To set up your Challenge Questions

- A On the **Edit MY Standard User Account** dialog box, click **Security Profile**
- B On the **Security 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 **Save**
- E To log off the NAP environment, click  on the NAP **Navigation Panel**, click **Accept** on the **Government Warning** dialog box, and then click 



At this time, do not change your Agency and Organization Unit information!



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!