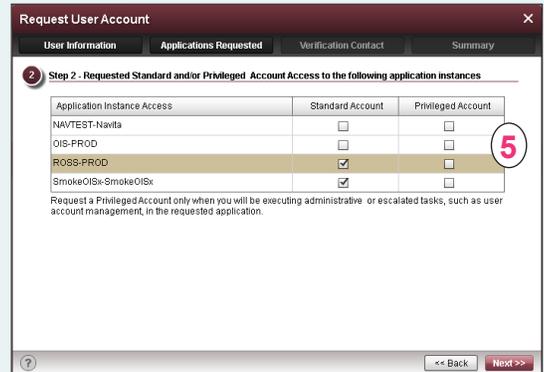
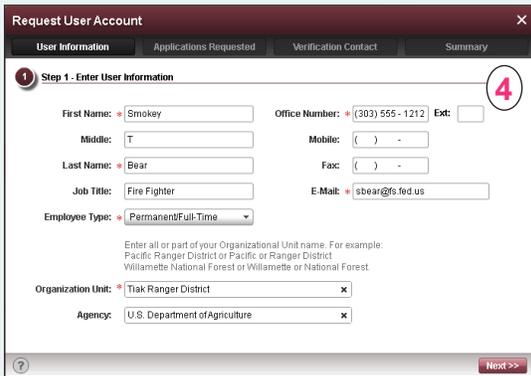
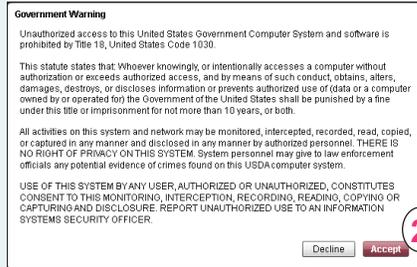
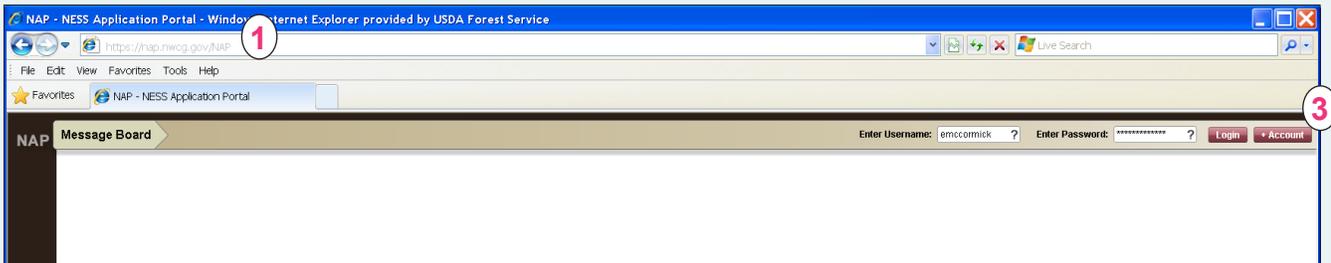


## To request a NAP User Account

- 1 Log in to the [NAP environment](#).
- 2 On the **Government Warning** dialog box, click **Accept**
- 3 On the **NAP Home** screen, click **+ Account**
- 4 On the 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.

- 5 On the **Applications Requested** tab, click to select one or more of the **Standard Account Types** and **Privileged Account Types** for your request, and then click **Next >>**



ROSS Helpdesk: 866-224-7677  
email: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)

**Proceed to the next page**

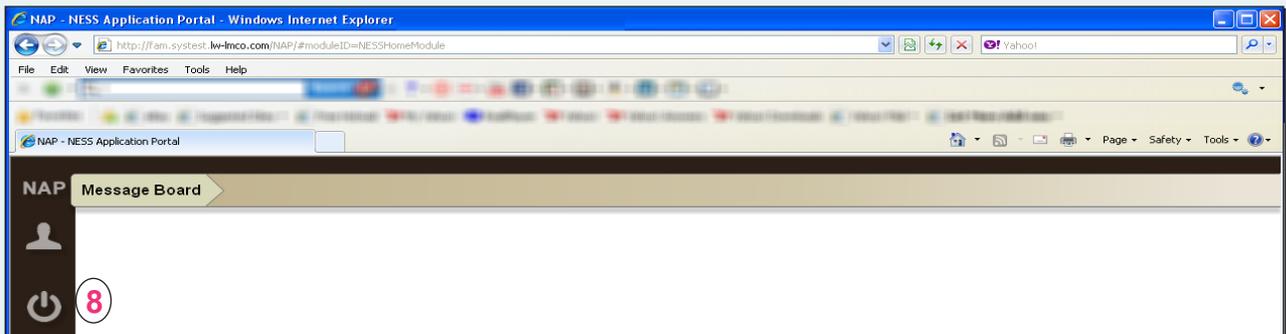
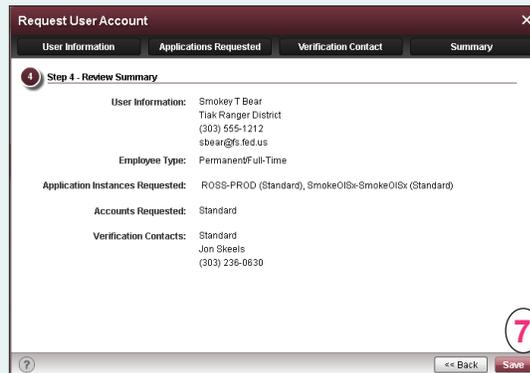
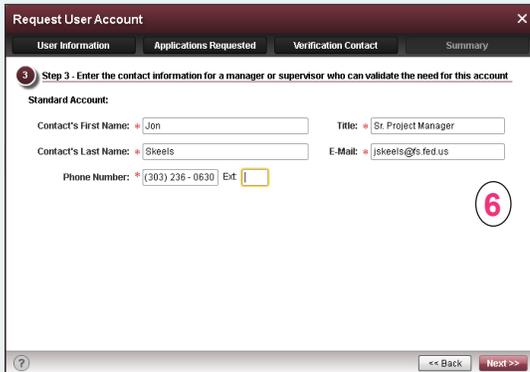
## To request a NAP User Account - *continued*

6 On the **Verification Contact** tab, complete the following contact information for the manager or supervisor who will verify and approve your request, and then click **Next >>**

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

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

8 To log off the NAP environment, click  on the **NAP Navigation Panel**, click **Accept** on the **Government Warning** dialog box, and then click 



*Once approved, 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. You may now contact your **ROSS Account Manager** to set up your ROSS User Account.*

