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 User Information tab on Request User Account dialog box, complete the following information about your request, and then click Next >>
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
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 on the Government Warning dialog box, and then click Accept.

Once approved, you will receive two email messages from donotreply@nwc.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.