

Requesting a Login.gov Account

BEFORE you begin – ensure your internal firewall will allow emails from the following addresses:

★ <https://iwfirp.nwcg.gov> and donotreply@nwcg.gov ★

Please read and follow all instructions very carefully

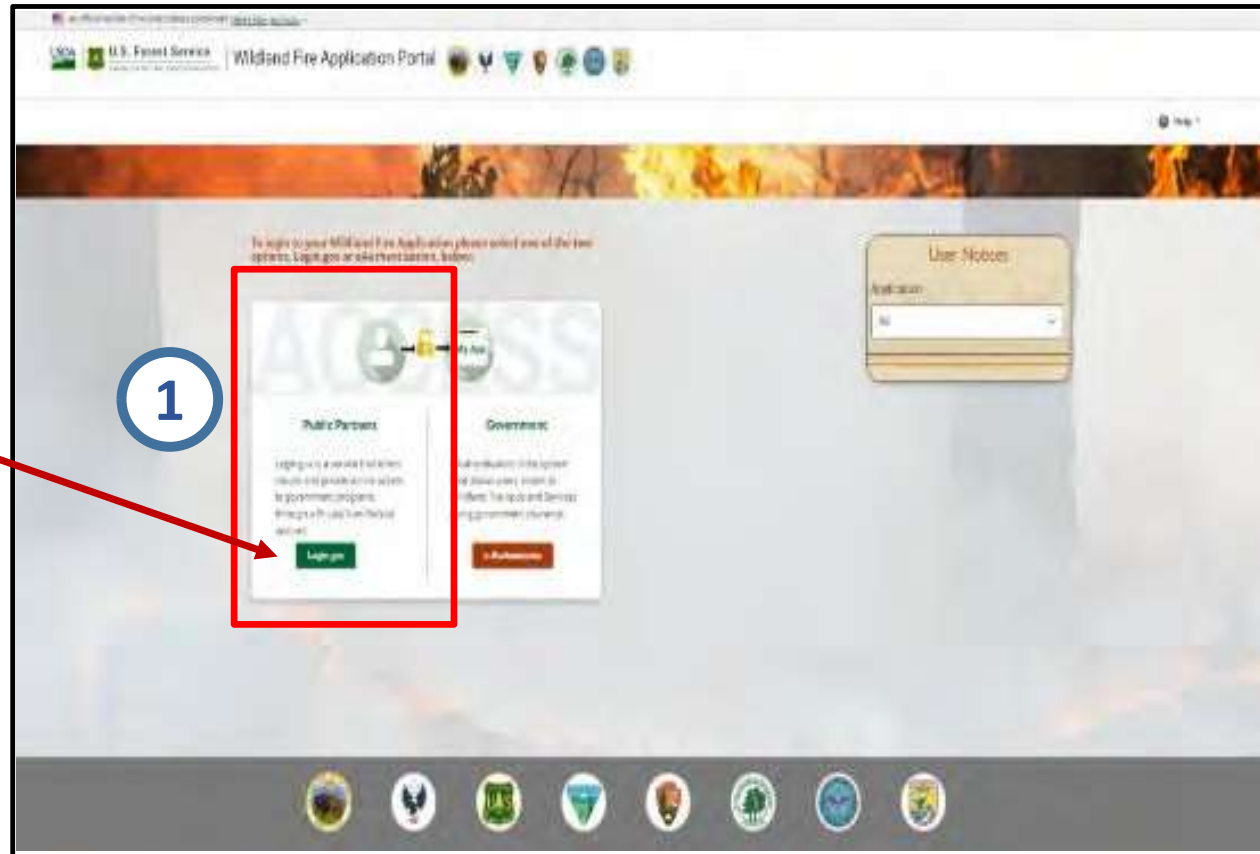
Please set aside at least an hour to complete the entire process

If you stop half-way through, it will be very difficult for our office to figure out where you stopped – in order to assist you in completing the remaining steps

Login.gov Account Con't

Type the following into your browser: <https://iwfirp.nwcg.gov/>

1 – on the home screen, click on “Login.gov”



Login.gov Account Con't

An official website of the United States government Here's how you know

LOGIN.GOV

National Fire & Aviation Management is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

2

Sign in

Create an account

Sign in with your government employee ID

[Back to National Fire & Aviation Management](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

2 – click on
“Create an Account”

3 – enter your email,
***this is your new username
write it down!!***

select your language,
check the Rules of Use box,
click on “Submit”

A DEMO website of the United States government Here's how you know

LOGIN.GOV

Government Agency Name Placeholder

Create your account

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

3

Check this box to accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)

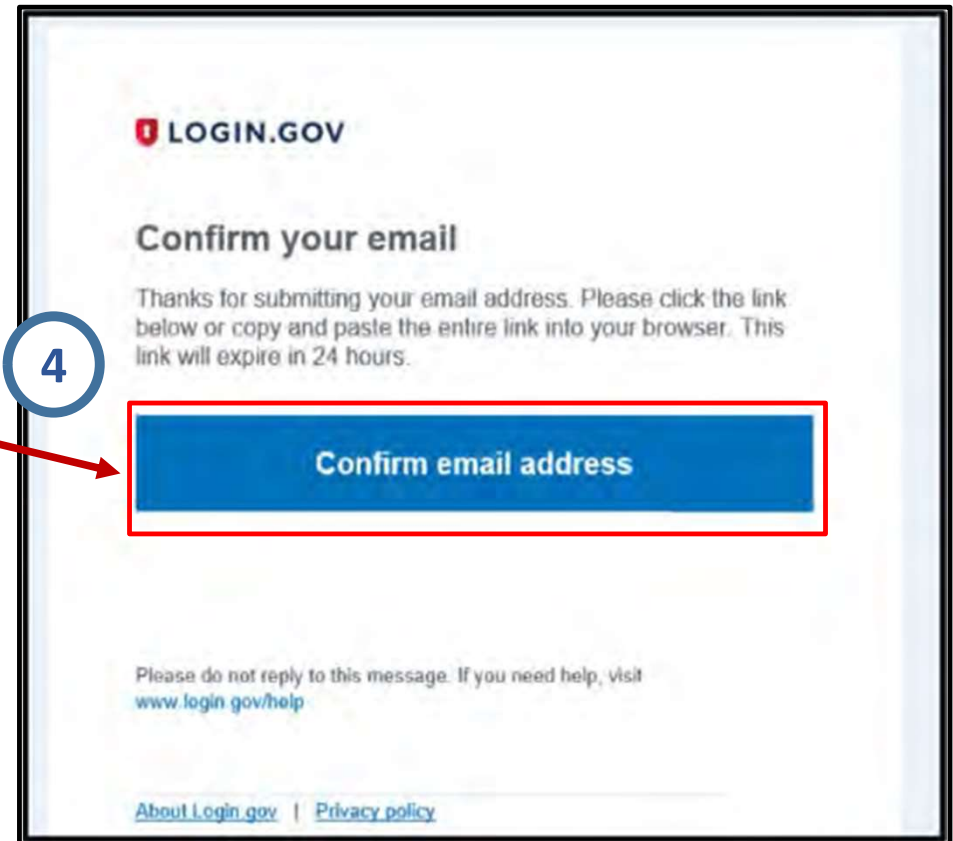
[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

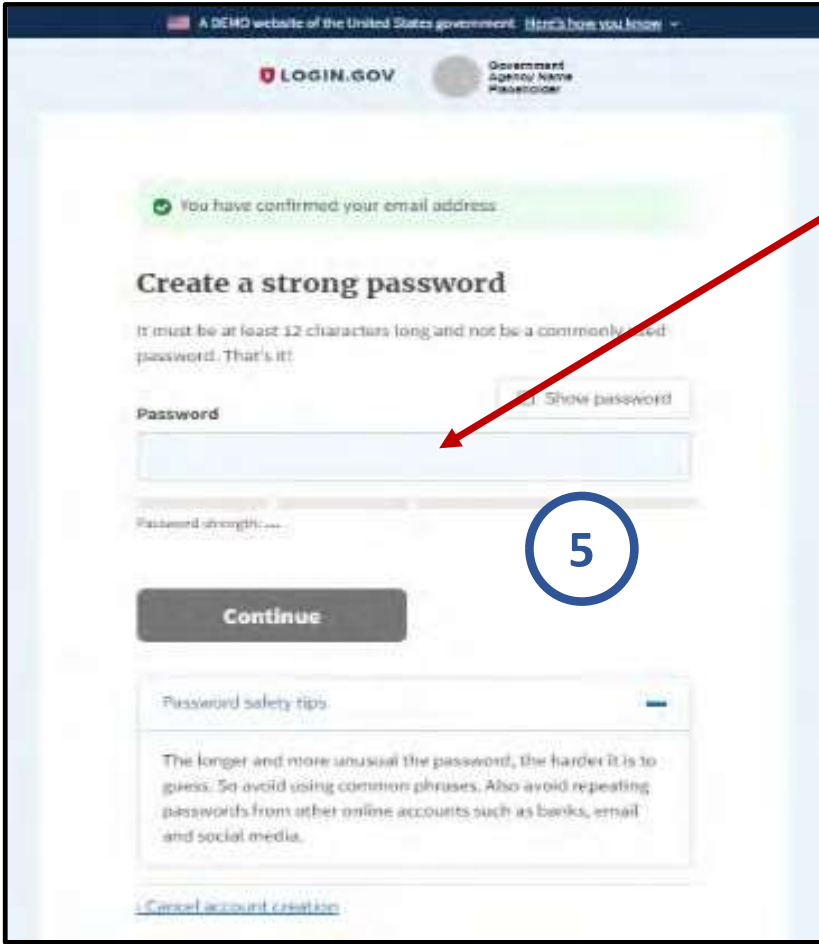
Login.gov Account Con't

4 – Go to your email and locate the email from Login.gov

Click on **“Confirm email address”**



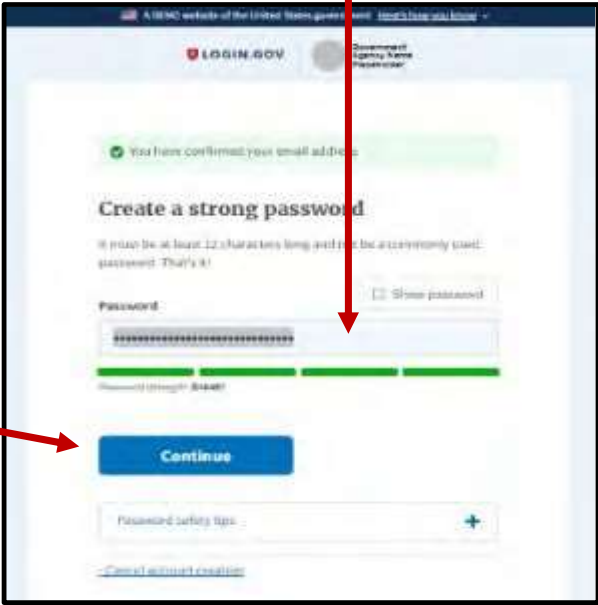
Login.gov Account Con't



5 – Create a strong password

(Must contain at least 12 characters with at least 3 green bars)

****This is your new password
write it down!!****



Click on "Continue"

Login.gov Account Con't

6 – select your 2nd level authentication method
“Text or Voice Message”

NOTE: If you choose a different authentication method, we cannot provide any further guidance for you

Click on “Continue”

6

Authentication method setup

Add a second layer of security so only you can sign in to your account.

Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your accounts

- Security key**
Use a security key, a physical device that you plug in or connect to your computer or phone (it often looks like a USB drive). Recommended for maximum security. **MORE SECURE**
- Government ID card**
Insert your government ID card (D, I, or CAC card) and enter your PIN. **MORE SECURE**
- Authentication app**
Get codes from an app on your smartphone, computer, or tablet. Recommended for maximum security. **MORE SECURE**
- Text or Voice Message**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services. **LESS SECURE**
- Smartphone**
Use your smartphone to receive security codes. Recommended for maximum security. **MORE SECURE**

Continue

Login.gov Account Con't

A DEMO website of the United States government [Here's how you know](#)

LOGIN.GOV Government Agency Name Placeholder

Send your security code via text message (SMS) or phone call

We'll send you a security code each time you sign in.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

Phone number
Example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call".

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

7 – Enter your phone # here

Every time you login to FEPMIS, you will receive a code. Ensure you use a phone you will have access to

select how you want to receive the code (we recommend text)
Click **“Send Code”**

8 – Enter the 6-digit code from your phone here

Click **“Submit”**

Enter your security code

We sent a security code to + [redacted] This code will expire in 10 minutes.

One-time security code

MSYVE3

Remember this browser

Submit

[Get another code](#)

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

Login.gov Account Con't

9 – You have successfully created your Login.gov account
You will see this screen

Click **“Agree and continue”**

****If you see this error message, please disregard****

10 – On the next page,
click on **“Login.gov”**



KEEP GOING!!

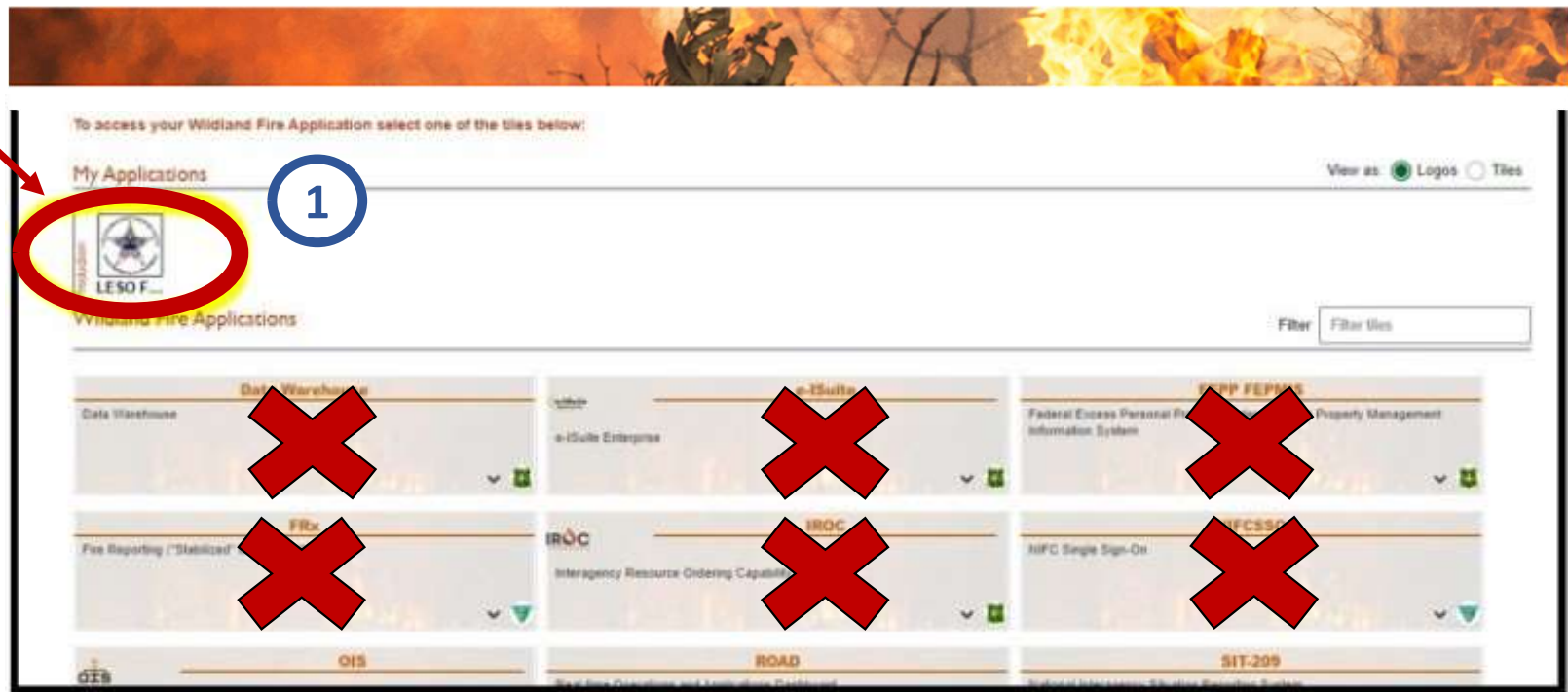
Just a few more steps – don't give up yet!

**The next slides will walk you through creating a
new iNAP profile**

Creating an iNAP Profile

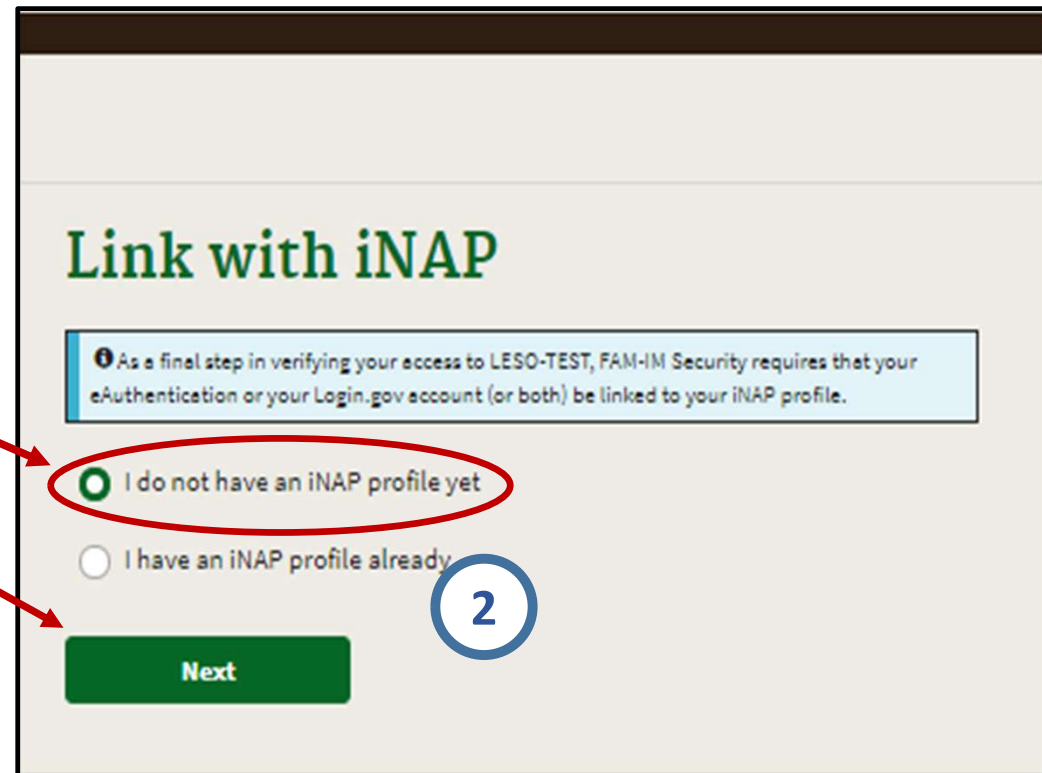
1 – on the Wildland Fire Application Portal, click on the **LESO star**

****DO NOT click on any other tile!****



Creating an iNAP Profile con't

2 – on next page, select this button
Click “Next”



The screenshot shows a web page titled "Link with iNAP". At the top, there is a green heading "Link with iNAP". Below it is a light blue information box with a small 'i' icon and the text: "As a final step in verifying your access to LESO-TEST, FAM-IM Security requires that your eAuthentication or your Login.gov account (or both) be linked to your iNAP profile." Below the information box are two radio button options. The first option, "I do not have an iNAP profile yet", is selected and circled in red. The second option, "I have an iNAP profile already", is unselected. Below the radio buttons is a green button labeled "Next". A blue circle with the number "2" is positioned to the right of the "Next" button. Two red arrows originate from the text "2 – on next page, select this button" and "Click 'Next'", pointing to the selected radio button and the "Next" button respectively.

Creating an iNAP Profile Con't

3 – enter your information
(name, email & ph# are required)

4 – under Primary Affiliation:

select “DOD Government” ★

under Organizational Unit:

select “Other (not listed)” ★

under Other Organizational Unit:

type “LESO” ★

under Agency:

select “Other (not listed)” ★

under Other Agency:

type your agency name ★

Click “Next” at bottom

The screenshot shows a web form for creating an iNAP profile. The form is divided into several sections:

- First name:** Input field with "First" entered.
- Middle name (optional):** Input field.
- Last name:** Input field with "Last" entered.
- Job title (optional):** Input field with a circled "3" next to it.
- E-Mail:** Input field with "First.Last@dla.mil" entered.
- Office number:** Input field with "(269) 961-0000" entered.
- Ext (optional):** Input field.
- Mobile (optional):** Input field.
- Fax (optional):** Input field.
- Primary affiliation:** Dropdown menu with "DOD Government" selected and a yellow star next to it.
- Organizational unit:** Section with a blue information box: "Search Organizations Enter the organizational unit you are employed by. You may enter all or part of the name. For example: Pacific Ranger District or Pacific or Ranger District." Below it, "Other (not listed)" is selected with a red star.
- Other organizational unit:** Input field with "LESO" entered and a green star next to it.
- Agency:** Section with a blue information box: "Agency in this context is a general term for agency, department, interagency, state, county, city or tribe." Below it, "Other (not listed)" is selected with a purple star.
- Other agency:** Input field with "ABC Police Department" entered and a blue star next to it.

Annotations include red arrows pointing from the "3" instruction to the name and email fields, and a yellow arrow pointing from the "4" instruction to the "Primary affiliation" dropdown. A circled "4" is also present near the "Other organizational unit" field.

Creating an iNAP Profile Con't

- 5 – under Instance(s) select **“PROD (Standard)”**
under Application Access, select **“LESO-LESO FEPMIS”**
under Request Application roles, verify the following is
already selected - **“LESO Report Reader”**

- 6 – under Contact's First and Last Name
type **“Michelle Farris”**

under Job Title, type **“State Coordinator”**

under Phone #, type **“512-424-7590”**

under Email, type **“txlesoprogram@dps.texas.gov”**

Click **“Submit”** at bottom

The screenshot shows a web form titled "Request application access and roles". At the top, there is a blue banner with a plus icon and text: "Requesting application access will result in a request to iNAP. To request access to more than 1 application, please click the plus button below." Below this, there are two dropdown menus: "Application access" with "LESO-LESO FEPMIS" selected, and "Instance(s)" with "PROD (Standard)" selected. A red circle with the number "5" is placed over the "Request application roles for LESO (Standard)" section, which contains two checkboxes: "LESO Report Reader" (checked) and "LESO Report Writer" (unchecked). Below this is a light blue box with a plus icon and text: "Enter the contact who can validate your need to access this application." followed by three bullet points: "You CAN NOT validate yourself.", "Agency employees enter manager or supervisor.", and "Contractors enter your government contracting office personnel." Below this box are several input fields: "Contact's first name" (Michelle), "Contact's last name" (Farris), "Job title" (State Coordinator), "Phone number" (512-424-7590), and "E-Mail" (TxLESOProgram@dps.texas.gov). A red circle with the number "6" is placed over the "Contact's first name" field. At the bottom of the form are two buttons: "Submit" (green) and "Cancel" (light green). Red arrows point from the text instructions on the left to the corresponding fields in the form.

iNAP Profile Completed

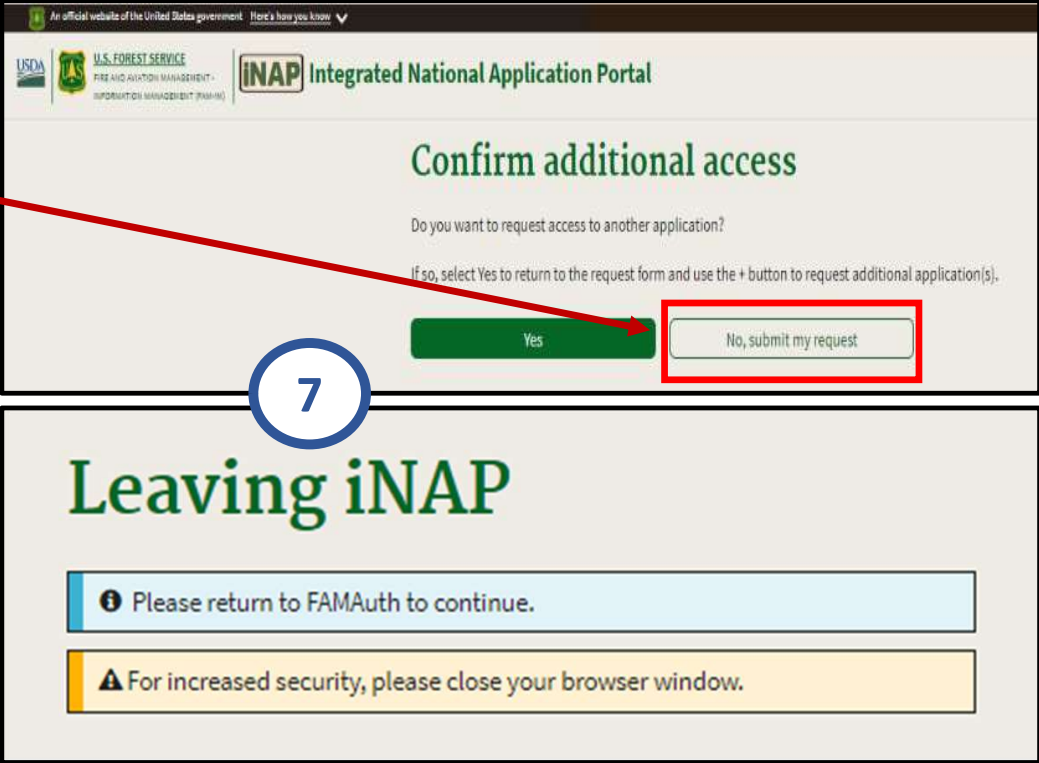
7 – select “No, submit my request”

Your iNAP profile has now been created
you will see this screen

STOP & CLOSE your browser

Ensure you receive these 4 emails, **before**
proceeding to the next page:

1. Application Access for LESO-PROD Approved
2. Application Role Request for LESO-PROD Approved
3. iNAP User Account Information (Username)
4. iNAP User Account Information (Temporary Password)



You do **NOT** need to keep any of the info
contained in these emails

ALMOST DONE!!

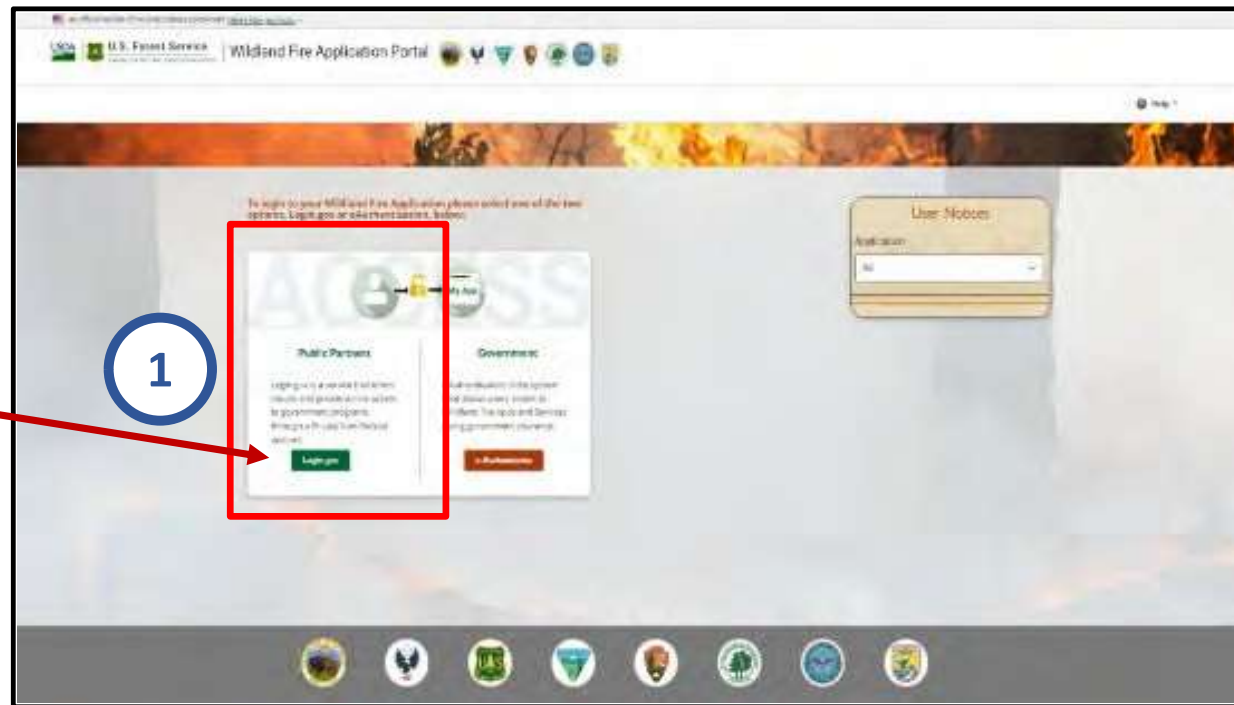
Just a few more steps; I promise you're almost done!

The last few slides will walk you through creating a **new FEPMIS account**

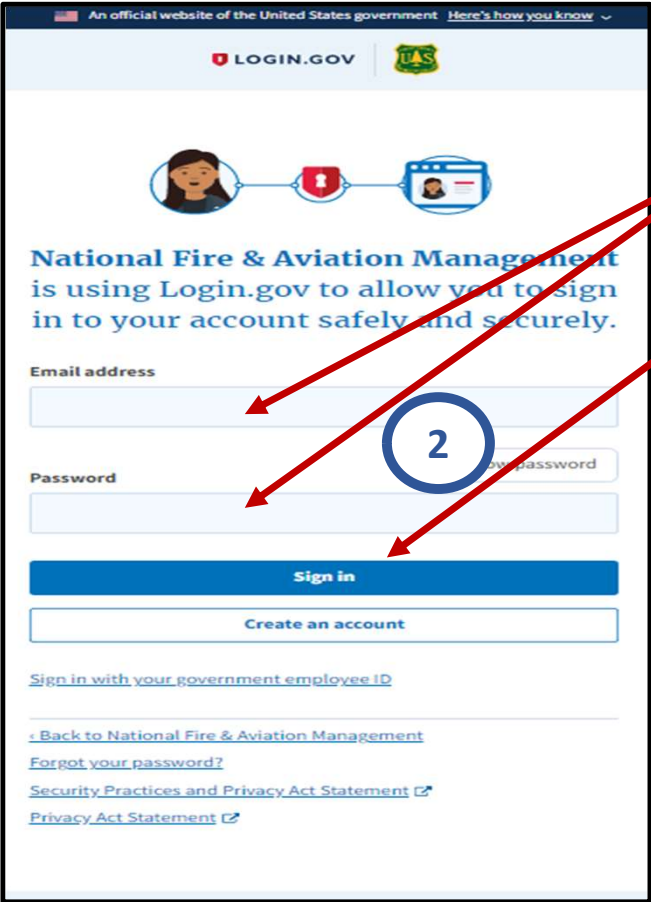
Creating a FEPMIS Account

Type the following into your browser: <https://iwfirp.nwcg.gov/>

1 – on the home screen, click on “**Login.gov**”



Creating a FEPMIS Account Con't



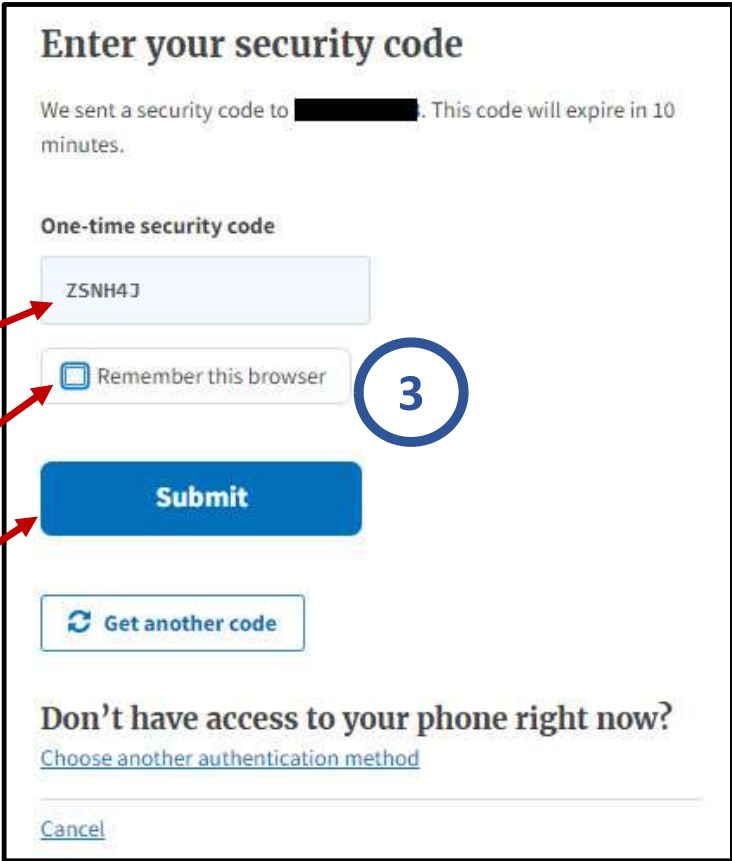
2 – enter your **Login.gov email and password**
(you wrote them down on pages 3 & 5)

Click “Sign in”

3 – enter the 6-digit code sent to your phone

Unclick this button

Click “Submit”



Creating a FEPMIS Account Con't

4 – on the Wildland Fire Application Portal, click on the **LESO star**

****DO NOT click on any other tile!****

To access your Wildland Fire Application select one of the tiles below:

My Applications 4 View as: Logos Tiles

LESO F...

Wildland Fire Applications Filter:

Data Warehouse	e-Suits	FPP FEPMS
Fee Reporting ("Stabilized")	IROC	NIFC Single Sign-On
OIS	ROAD	SIT-209

The screenshot shows a grid of application tiles. The 'LESO F...' tile is circled in red and has a blue circle with the number '4' next to it. A red arrow points from the text 'click on the LESO star' to this tile. Other tiles in the grid are marked with a large red 'X', indicating they should not be clicked. The tiles include 'Data Warehouse', 'e-Suits', 'FPP FEPMS', 'Fee Reporting ("Stabilized")', 'IROC', 'NIFC Single Sign-On', 'OIS', 'ROAD', and 'SIT-209'.

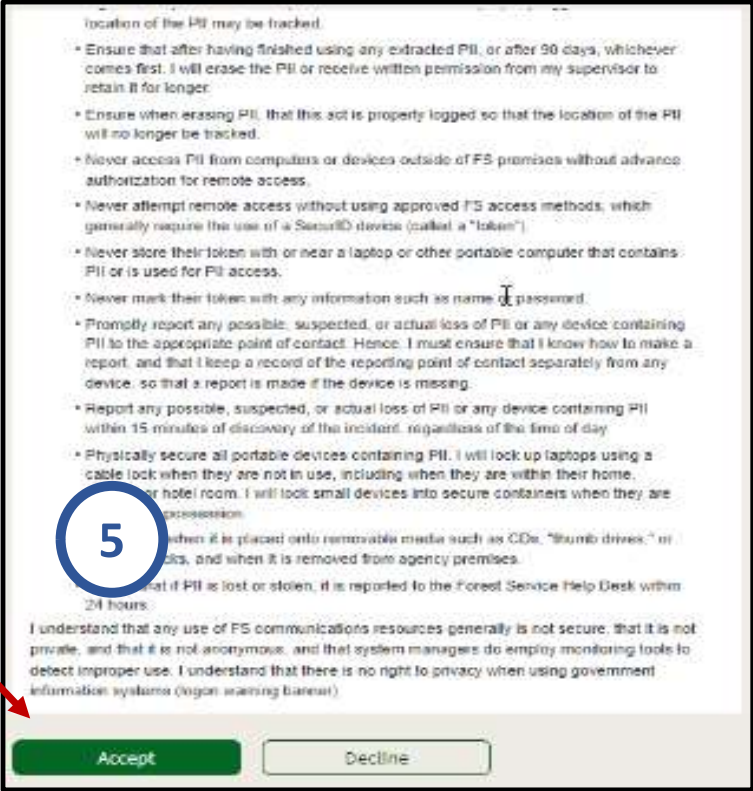
Creating a FEPMIS Account Con't

5 – if the Rules & Behavior appear, click “Accept”

IF you receive the below screen,

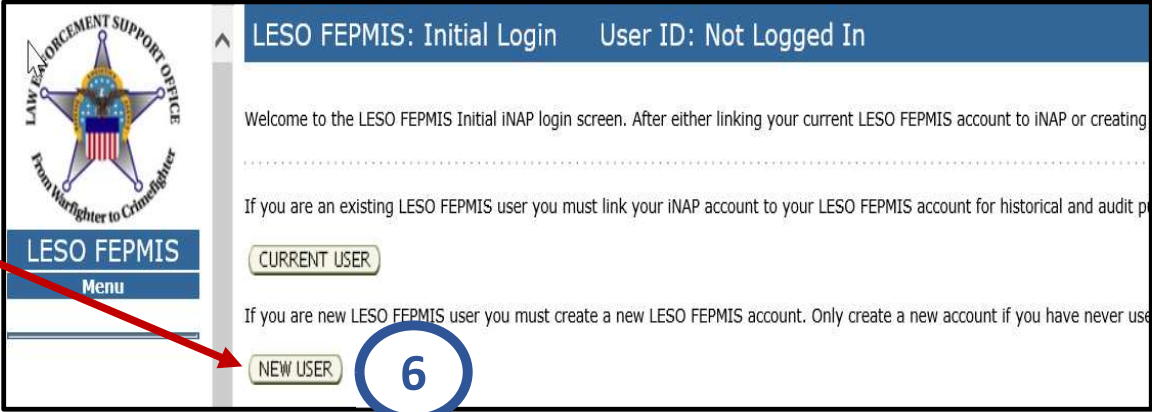
return to page 16 and login again.

IF NOT, proceed to the next page



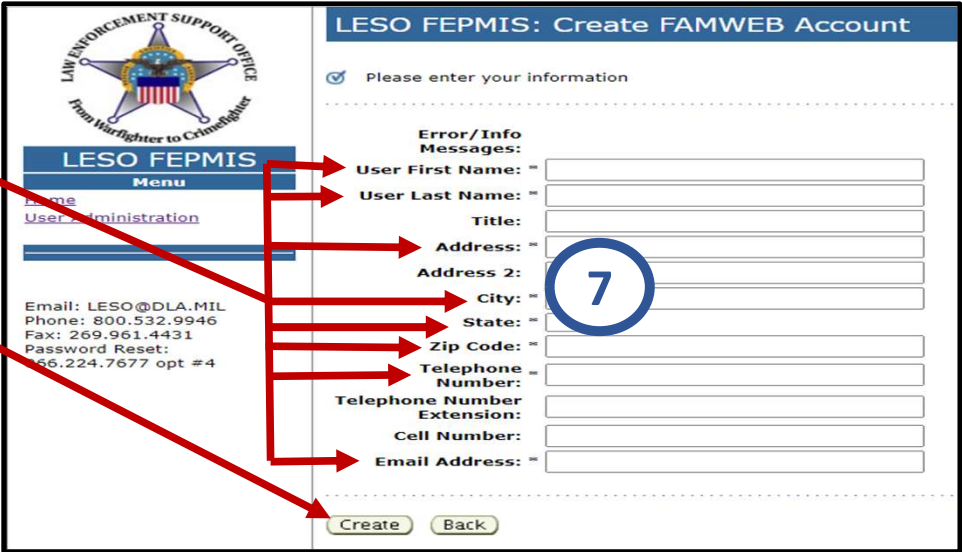
Creating a FEPMIS Account Con't

6 – FEPMIS page will open
Click **“NEW USER”**



7 – on next screen, enter all fields marked with an asterisk (*)

Click **“Create”**



FEPMIS Account Completed

8 – Check the box for Rules of Behavior

Click on “Acknowledge”

LESO FEPMIS: Rules of Behavior (RoB) User ID: Not Logged In

***** User ID 'N7018' was successfully connected to your iNAP account. Please make note of your User ID 'N7018' and notify your State Contact that you have successfully created a new FEPMIS account so your FEPMIS roles can be assigned. *****

GOVERNMENT WARNING

The Rules of Behavior (RoB) for Use of a U.S. Government (USG) Information System (IS) provides the rules that govern the appropriate use of information resources for Department users, including federal employees, contractors, and other system users. All users of USG information resources must read and accept the RoB before accessing data or other information, systems, and/or networks. This acknowledgement must be completed annually thereafter. By accepting the RoB, users reaffirm their knowledge of, and agreement to adhere to, the USG RoB. The USG RoB cannot account for every possible situation. Therefore, where the USG RoB does not provide explicit guidance, personnel must use their best judgment to apply the principles set forth in the standards for ethical conduct to guide their actions.

You are accessing a USG IS that is provided for USG-authorized use only.

All USG IS may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded and copied and used for authorized purposes at any time.

All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this Information System, you acknowledge and consent to monitoring of this system. Evidence of your use, authorized and unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG may intercept and monitor communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- Communications using this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes (but is not limited to) authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

As a User:

1. I will NOT use information systems for which access has not been authorized;
2. I will NOT use information systems for unauthorized purposes;
3. I will NOT use information systems, including system administrators;
4. I will NOT use information systems, identify, password/passcode/PIV, or PIV card;
5. I will protect passwords and access numbers from disclosure;
6. I will promptly change a password whenever its compromise is known or suspected to have occurred;
7. I will NOT attempt to bypass access control measures;
8. I will protect sensitive information from disclosure to unauthorized persons or groups;

I understand that failure to comply with the Rules of Behavior could result in verbal or written warning, removal of system access, reassignment to other duties, criminal or civil prosecution, or termination.

Acknowledge Decline

All accounts are now completed & have been linked
You will see the following message

LESO FEPMIS: Initial Login User ID: Not Logged In

Your account has been updated and you have been logged off.
You MUST CLOSE your browser down completely and reconnect through iNAP.



& CLOSE your browser

email TxLESOProgram@dps.Texas.gov
ask them to assign your roles in FEPMIS

Last Step!!

1. After you receive the email from our office that your roles are assigned, use the link to login one final time: <https://iwfirp.nwccg.gov/>

*(Your **username** will be the **email address** you entered on page 3)*

*(Your **password** will be the one **you created** on page 5)*

2. Once logged in, click on the “LESO star”

3. On the FEPMIS page, verify you have the following menu options:
Manage Account, Receipts, LESO Inventory & Query Property

You may now log out – you’re all finished!

Questions?? (512) 424-7590