Logging onto the Fire Program Analysis (FPA) System

The information in this chapter describes how to log onto the Fire Program Analysis (FPA) system and change your password.

Data Requirements for Logging onto FPA

- Each user must have a system login ID and password.

In This Chapter

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Logging onto the FPA System

Use this page to enter the Fire Program Analysis (FPA) system. Before users can successfully log onto the system, they must have a system login ID and password. Go to the FPA Home page at http://www.fpa.nifc.gov/index.html to download a user request form.

1. Open a new internet browser window.

2. Enter the location of the FPA application at http://fpa.nwcg.gov/FPA

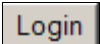   Displays the FPA login page.

3. Click in the **User ID** field and enter your ID.

4. Click in the **Password** field and enter your password.

    For security reasons, FPA recommends changing your password immediately after your first login to the application.

5. Click ⟨Login⟩ to complete the login process.

    The system opens and displays the Select Team and Analysis screen.
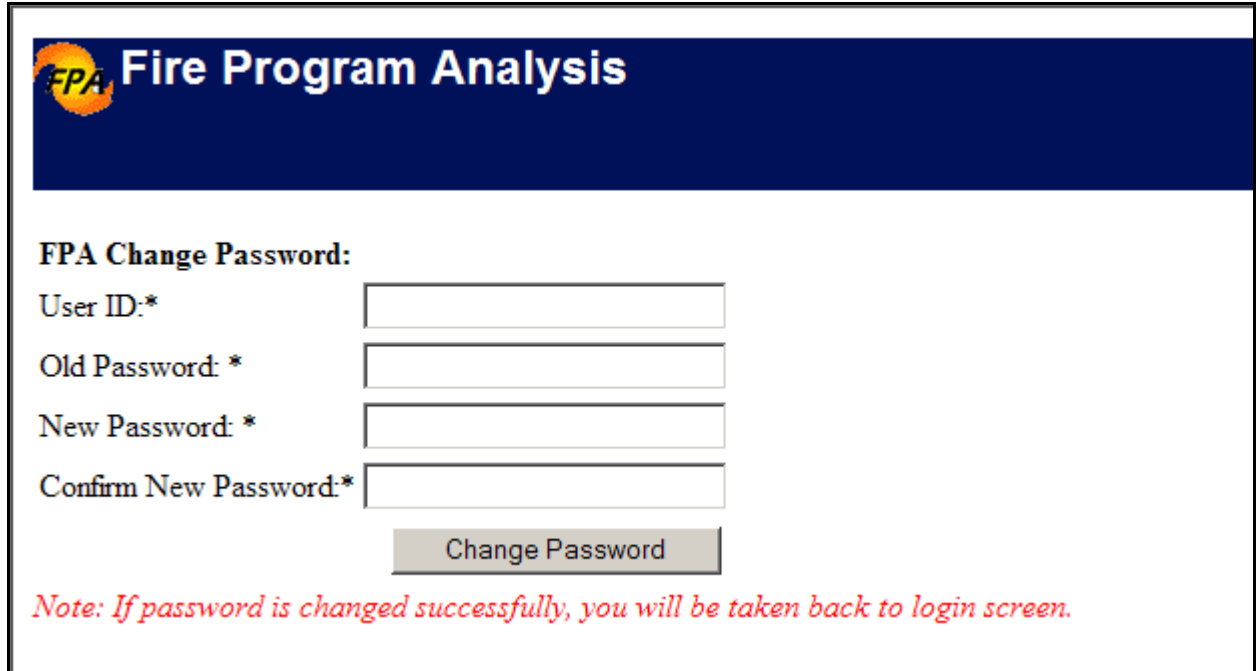
    When login is unsuccessful:

    - Review the User ID and Password to ensure you entered them correctly.

    - Review the System Status box located just below ⟨Login⟩.

    - Contact the FPA Help Desk using the contact information located in the FPA Help Desk Contact Info box just below ⟨Login⟩ on the login page.

Changing Passwords

1. From the FPA login page, click [Change Password].

   Displays the FPA Change Password page.

2. Click in the **User ID** field and enter your ID.

3. Click in the **Password** field and enter your current password.

4. Click in the **New Password** field and enter a new password.

   The new password must contain:

   - A minimum of one capital letter,

   - A minimum of one lower case letter,

   - A minimum of one number,

   - A minimum of one special character (!@#$%^&*), and

   - Words not found in the dictionary.

   New passwords must be no shorter than 12 characters, and no longer than 32 characters.

5. Click in the **Confirm New Password** field and re-enter the new password.

6. Click [Change Password] to save the new password to the database.

   Click [←] at the upper left of the screen to return to the FPA Login page. No database updates occur.

FPA and System Security

The FPA system is designed to meet IT system security requirements. For FPA users, this means that when the system sits idle for up to 15 minutes, it will allow you to return and complete data entry for the current analysis. If you want to select another analysis or another team and analysis after the system timeout, you must return to the login screen and sign back in. You will know you have exceeded the system timeout when attempting to change analysis or team. It will become apparent that you have to log back in when you double-click the Select Team and Analysis title from the navigation pane, and the default view (below) of the Select Team and Analysis displays:
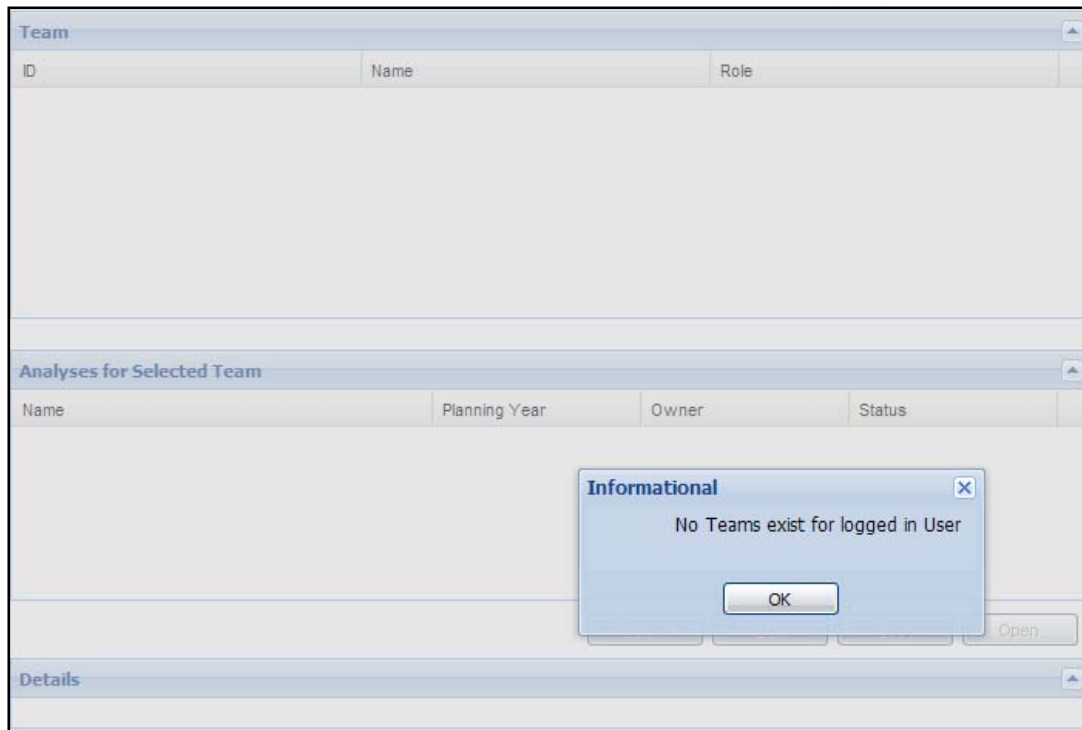
Select a team and analysis by:

- Clicking [OK] or [✖] to return to the default view on the Select Team and Analysis page.

- Navigate back to the FPA Login page, or open a new browser window and navigate to the FPA application.

- Double-click the FPA icon and log into the system.

- Select a team and analysis. See Select a Team and Analysis for further information.

System Design

The system was designed for use in Microsoft Internet Explorer ™ version 6. Users may access the system in Internet Explorer ™ version 7 and expect similar performance and appearance.

Mozilla Firefox ™ may also be used as the browser, but there is no guarantee that the system will function as it does using a Microsoft browser.

Tips

- During or after long sessions editing data in the FPA system, it may be necessary to clear the browsing history because of the amount of temporary data being stored in the browser. In Internet Explorer, go to **Tools > Internet Options > Browsing History**; the Delete Browsing History pop-up opens, click **Delete**; in **Temporary Internet Files** click **Delete files…**

  This action removes all temporary files stored in the browser during the current session and possibly improves system performance. You must log back in to the system after this action.

- Make a habit out of clearing the Browsing History before logging in to the FPA system or when logging out.

- The FPA system itself may be experiencing a high volume of traffic and respond slower than normal to user commands. You should anticipate this, especially when many FPUs are running analyses in order to meet submission deadlines.