

Logging into the Fire Program Analysis (FPA) System

Revised 4/06/2011

The information in this chapter describes how to login to the Fire Program Analysis (FPA) system, change, or reset your password.

Data Requirements for Logging into FPA

- Each user must have a system logon ID and password.
If you do not have a system logon ID and password, complete the Interagency System User Profile Request form located on the right column under How To on the FPA website <http://www.fpa.nifc.gov>, or call the FPA Help Desk (1-800-253-5559) to request a login ID and password.

In This Chapter

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FPA User Guide

Logging onto the Fire Program Analysis (FPA) System

Logging into the FPA System

Use this page to enter the Fire Program Analysis (FPA) system. Before users can successfully login to 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 <https://fpa.nwcg.gov/FPA/jsps/login/FPALogin.jsf>.

Displays the FPA Login page.

FPA Fire Program Analysis

Note: The FWA import function is currently disabled, while new FPU shapes are processed and LandFire updates occur.

During the Improvement Period 3/1 to 6/30, the Resource and Dispatch Location Libraries are locked and cannot be edited.

FPA Login

User ID:

Password: [Change Password](#) [Forgot Your Password?](#)

FAILURE: Your user ID or password is incorrect, please try again

(*)By clicking Login, you acknowledge that you have read and agree to the condition set forth in the warning below.

System Status Release 2.38	FPA Help Desk Contact Info Voice: 1-800-253-5559 mailto:fire_help@fs.fed.us	FPA Related Links <ul style="list-style-type: none">FPA Public Information Website
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****WARNING****WARNING****WARNING****WARNING****

3. Click in the **User ID** field and enter your ID.
4. Click in the **Password** field and enter your password.
You must change your password every 90 days in accordance with security policy.
5. Click to complete the login process.
If you are logging into the system for the first time, displays the [Rules of Behavior screen](#). Click to continue the logon process. Click to return to the FPA Login page.



There is a five attempt limit on login with the wrong password; the account is locked after the five unsuccessful attempts. Contact the [FPA Helpdesk](#) to unlock the account.

An automated email system sends users reminders when they have not accessed the system for 85 days. The account is disabled at 90 days. Contact the [FPA Helpdesk](#) to gain system access.

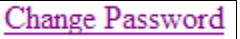
An automated email system sends users notification when they do not access the system for 265 days. The account is deleted at 270 days. Complete a [Request for Access](#), and send to the [FPA Helpdesk](#) to reinstate the account.

The system opens and displays the Select Team and Analysis screen.

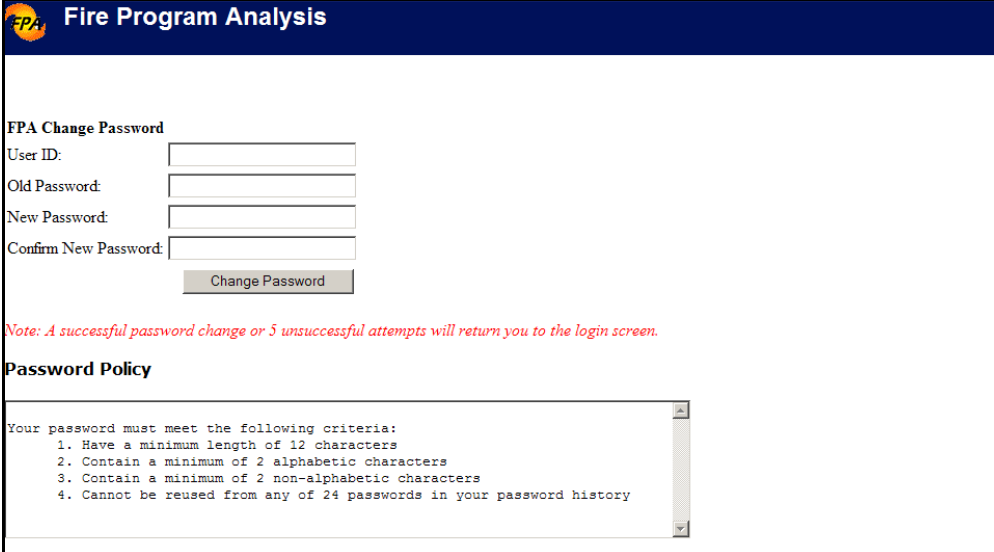
When login is unsuccessful:

- Review the User ID and Password to ensure you entered them correctly.
- Review the System Status box located just below .
- Contact the FPA Help Desk using the contact information located in the FPA Help Desk Contact Info box just below  on the login page.

Changing Passwords

1. From the FPA Login page, click .

Displays the FPA Change Password page.



2. Click in the **User ID** field and enter your ID.
3. Click in the **Old Password** field and enter your current password, or the password provided by the FPA Help Desk.
4. Click in the **New Password** field and enter a new password.

The new password must contain:

- A minimum of one capital letter,

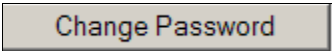
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- A minimum of one lower case letter,
- A minimum of one number,
- A minimum of one special character (!@#\$%^&*), and
- Words not found in the dictionary.


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  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.

Resetting Your Password

1. From the FPA Login page, click .


Displays the Reset User password page.



In the following fields, type the User ID, Email, and Phone number you entered on your FPA User Request Profile. Contact the FPA Help Desk if your email or phone number has changed since you submitted the FPA User Request Profile.

2. Type your User ID.
Type the User ID
3. Type your Email address.
Type the email address you submitted with your FPA User Request Profile.
4. Type your Phone number.

Type the Phone number you submitted with your FPA User Request Profile, including any extensions.


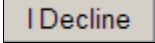
5. Click  to have the system generate a new temporary password and send it to your email address.

If the Email address and/or Phone number entered does not match the information submitted with the FPA User Request Profile, you receive an error message.

Click  to return to the FPA Login page. No database updates occur.

Rules of Behavior Screen

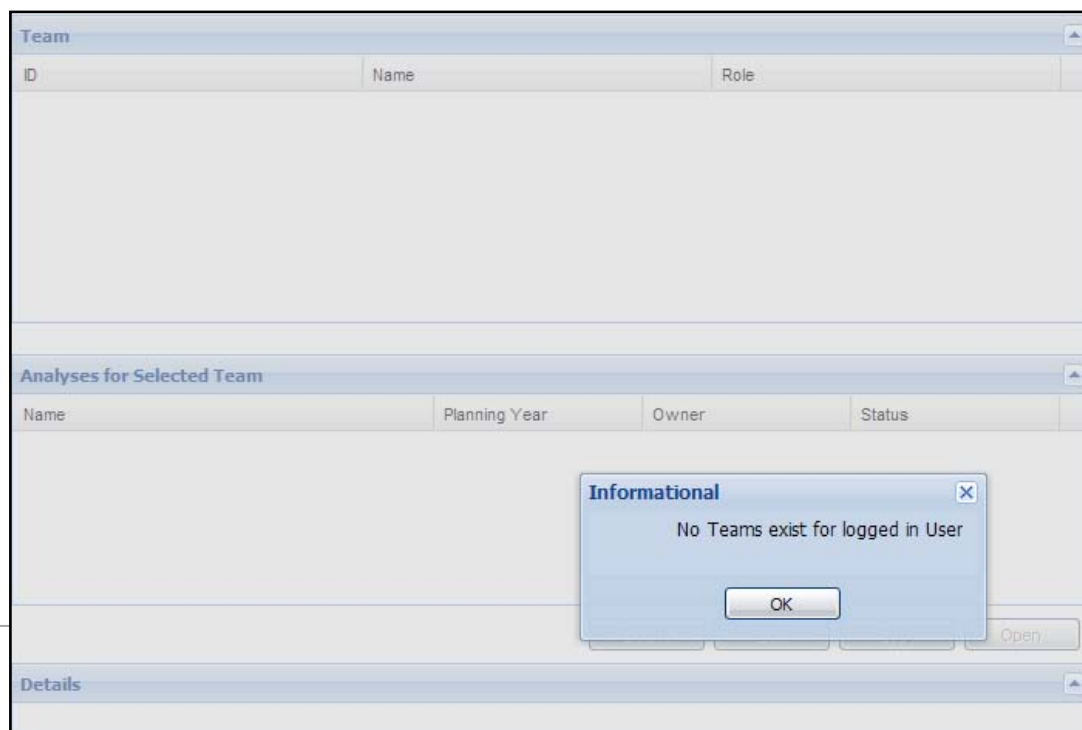
After you log onto the system for the first time, the system prompts you to read and accept the Rules of Behavior.

If you are logging into the system for the first time, displays the Rules of Behavior screen. Click  to continue the logon process. Click  to return to the logon screen.

After 365 days, the system again prompts you to read and accept the Rules of Behavior.

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:



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Select a team and analysis by:

- Clicking  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™ versions 7/8 and expect similar performance and appearance. Mozilla Firefox™ may also be used as the browser, but there is no guarantee that the navigation 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 FPU's are running analyses in order to meet submission deadlines.
- If you save modifications but the system does not appear to be responding, try closing the browser window and logging back onto the system.