

Quick Start Guide for ICAP

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.nwportal.fs.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login for NWPortal, go to this website:

<http://www.nwportal.fs.usda.gov>

Move your cursor to “” in the  box.

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USDA eAuthentication

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Quick Links

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- Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

Create an Account

What Level of Access do you need?

If you are a **USDA Federal Employee**, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

If you are a **USDA customer (Users who are not USDA Federal Employees)**, you should answer the following questions to determine if you need Level 1 or Level 2 account access:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

Would you like to interact with the USDA doing the following?

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

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Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, **Create a LEVEL 1 account**.

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Level 1 Access [Create an Account Help](#)

Step 1 of 2

If you are a **USDA Federal Employee**, you should continue with the USDA eAuthentication **Employee Create an Account** process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 4-10 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on “Continue.”

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Level 1 Access
Step 2 of 2

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: **fireboy**
Password: **** Not Shown ****
First Name: **Dan**
Middle Initial:
Last Name: **Barrett**
Home Postal/Zip Code:
Country Name: **United States**
Email: **c_green@hotmail.com**

Back Submit

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If all of the information is correct, you need to “Submit” in order to complete the registration process.

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Level 1 Access Confirmation

Please print this page for future reference.

Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access.

The User ID you created is : fireboy

The email address you provided is: lgrover@fs.fed.us

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of 'Activate Your USDA Account with Level 1 Access within 7 Days'

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

- **NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

Continue

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Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. **Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.**
2. **Activate your account within 7 days of the receipt of this email.**
3. Click: [ACTIVATE MY ACCOUNT](#)

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access

your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:

Your first and last name

Your eAuthentication User ID

Indicate whether you are a public customer, federal employee, state, or district employee

If you are a federal employee, provide the name of your employing agency

The URL (Web Address) of the Web site or application you were attempting to access

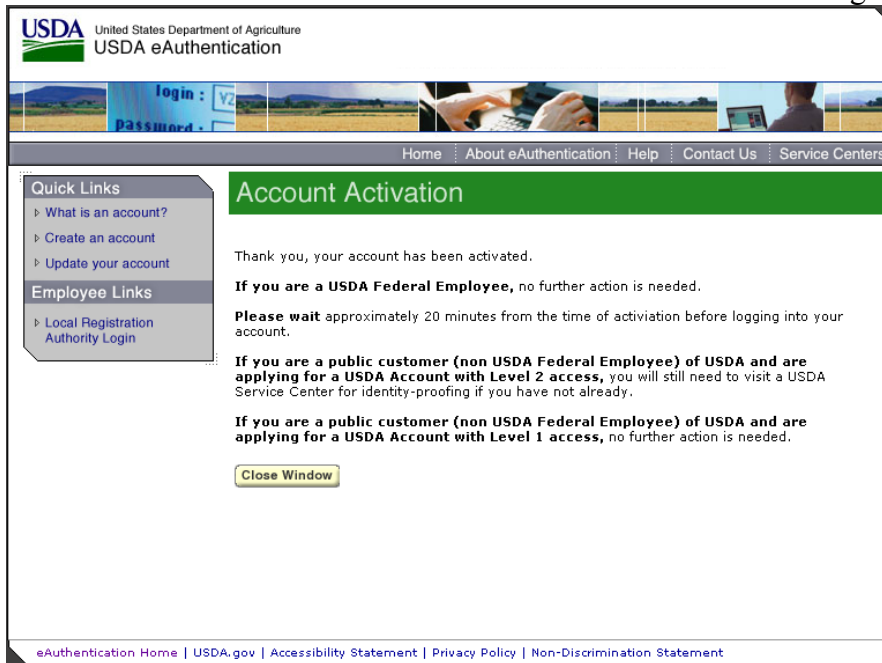
The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=fireboy&str=>

15182714112434-121162724311427-11528-1151413-13028"

Click on “3. [Click ACTIVATE MY ACCOUNT](#)” The following screen will appear.



You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.


The email mentions waiting 20 minutes before logging, but this is not necessary.

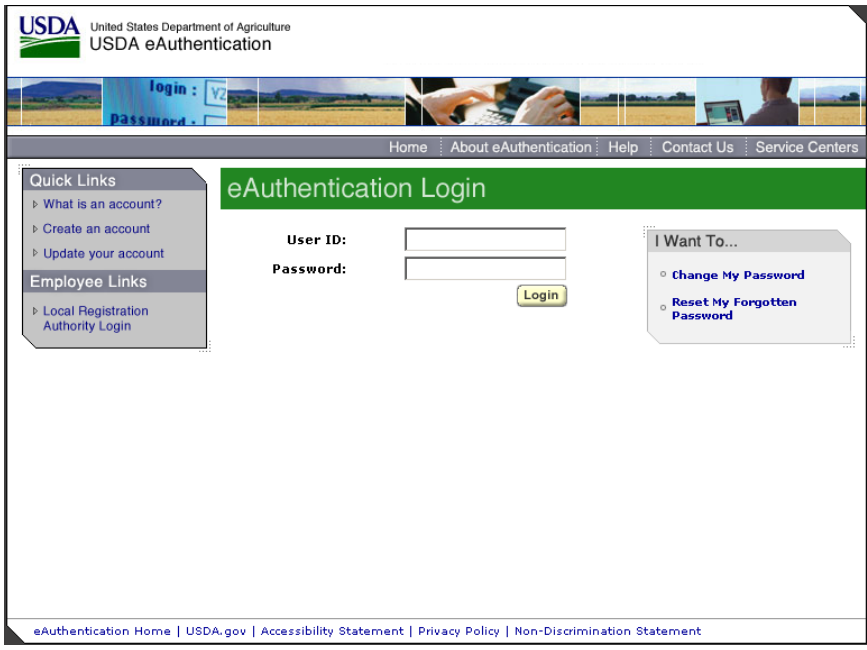
Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.



Click on 



Log in using the 'user ID' and 'password' you established.

Step 4: Selecting NWPortal systems, ICAP.

The first time you access NWPortal you need to request access to the ICAP application. Select 'Request Access to a System', then select the "ICAP - Incident Command Application".

The system manager will review your request and grant access. You will be notified via email.



The next time you enter NWPortal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.