BACKGROUND

BOTTOM LINE UP FRONT: FEPMIS is transitioning servers from “FAMWEB” to “INAP” on (or about) June 7, 2021. All FEPMIS users will be required to create an INAP account and/or link it to LESO FEPMIS for continued access to LESO FEPMIS. To minimize impact to users, we are phasing-in users prior to the June 7th INAP transition date.

REQUIRED ACTIONS: This will be a 2 Step process (with a break/pause between Steps 1 and 2).

Step 1: Create your new INAP account at https://nap.nwcg.gov/NAP/ (please see attached User Guide).
   a. State Coordinators (SC) and State Points of Contact (SPOC) may do this starting May 3, 2021.
   b. LEA POCs may do this starting May 17, 2021.
   c. LESO HQ will monitor INAP requests submitted by SC/SPOCs and will process approval. No further action is required from SC/SPOCs.

**********BREAK/PAUSE – UNTIL AFTER JUNE 7TH INAP TRANSITION**********

Step 2: After the INAP transition occurs, LESO will send email notification to all users. Users will must then link their INAP account to their existing LESO FEPMIS account (please see attached User Guide).
   a. If you are an existing FEPMIS user, you will have to link your INAP and FEPMIS accounts.
   b. If you are not an existing FEPMIS user, you will simply create a new FEPMIS account.
1. Requesting an iNAP User Account:

a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.

b. (Step #2) On the iNAP Home screen, click the Request Account link (upper left corner).
   i. Request Account can also be accessed by clicking on the person icon next to Sign In.

c. (Step #3) Request Account: Enter User information dialog box, all fields are required unless noted as (optional).

d. (Step #4) When selecting Primary affiliation additional required fields will display
   NOTE: Since LESO is a DOD Government Program everyone will select “DOD Government”.
   i. Organizational Unit enter Other (not listed) and then fill in the Other Organizational Unit field (Enter LESO).
   ii. Agency enter Other (not listed) and then fill in the Other Agency field. (Enter Your Actual Agency’s Name Here).
   Note: Only select part-time/seasonal if applicable—not required

e. Select the Next button.

f. Common Mistakes:
   i. Ensure name is correct in spelling as well as in the correct field.
   ii. Ensure email is spelled correctly and a valid email address.
g. Step #5) Request Application Access, click the Application Access drop-down arrow and select LESO-LESO FEPMIS
h. (Step #6) Click the Instance(s) drop-down arrow and select PROD (standard).

**Note: Only Choose PROD (Standard) DO NOT Select an (Elevated) Account.**

i. (Step #7) Select the box next to LESO Report Reader.
j. (Step #8) Enter Contact Information, all fields are required unless noted as (optional).
   Your Contact’s information on this section will be your State Coordinator’s (SC) or you State Point of Contact’s (SPOC) contact information.
   i. SC/SPOCs information may be located at: [https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx](https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx)

**NOTE: For SC/SPOCs you will put your respective LESO Team Lead as your contact person in this field. If you are on the West, you will put your LESO Western Team Lead contact information and if you are from the East, you will put your Eastern LESO Team Lead contact information.**

k. Click the green Submit Button in the lower left

l. (Step #9) You will receive a message on the screen that your request was received, and you will receive emails after your request is processed.
m. (Step #10) Once approved by LESO customer will receive four email messages from donotreply@nwcg.gov, If the request has been denied the customer will only receive one email stating the role has been denied.
   i. Application Access for LESO-PROD Approved
   ii. iNAP User Account Information (Username)
   iii. Your role request for LESO Report Reader for LESO-PROD is approved.
   iv. iNAP User Account Information (Temporary Password)
NOTE: You will have up to 30 days once your account has been approved to finish up setting up your iNAP account or you will have to contact the helpdesk to reset your iNAP password.

2. Getting Started with A New iNAP account:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   b. (Step #2) On the iNAP Home screen, click the Sign in.
   
   c. (Step #3) Perform the following then click the Sign in button.
      i. In the Username text box, type your iNAP User Account Name.
      ii. In the Password Text box, type your Temporary iNAP Password sent in E-mail.
      
      NOTE: Since this is your first-time logging into iNAP you will be required to 1. Change your temporary password, 2. Set security questions and 3. Accept the Rules of Behavior.

   d. (Step #4) On the Change Password screen, perform the following, and then click the Change Password button.
      i. In the Current Password text box, type your Temporary iNAP Password (from the email).
      ii. In the New Password text box, type your New iNAP Password.
      iii. In the Confirm Password text box, re-type your New iNAP Password.
      iv. Click Change Password.
Password requirements:
1) 1 Upper Case Letter
2) 1 Lower Case Letter
3) 1 Number
4) 1 Special Character
5) None of the previous 24 passwords may be used.

NOTE: iNAP passwords expire every 60 days. System generated emails notifying the user of iNAP password expiring will be sent at 10 days and another at 5 days, then every day after that.

e. (Step #5) On the Set security questions screen, perform the following, and the click the Save button.
   i. In the Select your First security questions box, select your Security Questions and provide the Answer in the Answer test box below it.
   ii. In the Select your Second security questions box, select your Security Questions and provide the Answer in the Answer test box below it.
   iii. In the Select your Third security questions box, select your Security Questions and provide the Answer in the Answer test box below it.
iv. Click Save

Set security questions

By setting your security questions, you will later be able to retrieve your username or reset your password.

Select your first security question
Answer

Select your second security question
Answer

Select your third security question
Answer

Save
f. (Step #6) On the Rules of behavior screen, Read and then click the Accept button.

g. (Step #7) Home screen will display with iNAP portal applications you have access to.
3. Using iNAP:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   b. (Step #2) On the iNAP home screen, click the Sign in.
   c. (Step #3) Perform the following then click the Sign in button.
      i. In the Username text box, type your iNAP User Account Name.
      ii. In the Password text box, type your iNAP Password.
   d. (Step #4) Select LESO-PROD from your list of iNAP portal Applications.
4. Retrieving a Forgotten iNAP User Account Name:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   (Step #2) On the iNAP Home screen, click the Sign in.

   ![Image of iNAP Home screen with sign in option highlighted]

   b. (Step #3) Under the Username field select “I do not know my username”.

   ![Image of iNAP sign in screen with I do not know my username option highlighted]

   c. (Step #4) Retrieve Your Username: Enter your E-mail address, type your E-Mail Address as identified in your contact information, and then click the Next button.
d. (Step #5) Respond to Challenge Question: Type the answer to your Challenge Question, and then click the Submit button.

![Retrieve your username](image)

```
E-Mail address

What is the middle name of your youngest child?

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Submit  Cancel

e. (Step #6) Once you successfully answer the Challenge Question you will receive a message on your screen confirming an email was sent to your email address associated to the iNAP account.

![Username retrieved](image)

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Username retrieved

An E-mail has been sent to [email address] containing your username.

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f. (Step #7) You will receive your iNAP Username in an e-mail from donotreply@nwcg.gov with the subject line iNAP User Account Information.

![Username retrieved](image)

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From: donotreply <donotreply@mail.nwcg.gov>
Date: Nov 20, 2020 at 11:07 AM
To: [email address]
Subject: iNAP User Account Information

The user name for your standard iNAP User Account has been set to: [username].

After you receive your user name and password, you may need to contact the application steward for the specific application you need access to. The Steward will establish your user roles for that application if required.

This is an automatically generated message. Please do not reply to this message.

https://nap.nwcg.gov/NAP/

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g. (Step #8) On the iNAP home screen https://nap.nwcg.gov/NAP/ click Sign in.
iii. Perform the following then click the Sign in button.
   1. In the Username text box, type your iNAP User Account Name.
   2. In the Password text box, type your iNAP Password.
5. Reset a Forgotten iNAP Password:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   b. (Step #2) On the iNAP Home screen, click the Person icon (next to Sign in), and select Reset Password.
   c. (Step #3) Enter your iNAP User Account Name in the Username field, and then click the Next button.
   d. (Step #4) Respond to the Challenge Question: Type the answer to your Challenge Question, and then click the Submit button.
e. (Step #5) Once you successfully answer the Challenge Question you will receive a message on your screen confirming an email was sent to your email address associated to the INAP account.

f. (Step #6) You will receive your Temporary iNAP Password in an e-mail from donotreply@nwcg.gov with the subject line iNAP User Account Information.

From: donotreply@mail.nwcg.gov <donotreply@mail.nwcg.gov>
Sent: Thursday, November 19, 2020 1:37:07 PM
To: 
Subject: iNAP User Account Information

The password for your standard iNAP User Account has been set to: Change%w8017
This is an automatically generated message. Please do not reply to this message.

https://nap.nwcg.gov/NAP/

g. (Step #7) On the iNAP Home Screen https://nap.nwcg.gov/NAP/ click Sign in.

h. (Step #8) Perform the following then click the Sign in button.
   iv. In the Username text box, type your iNAP User Account Name.
v. In the Password text box, type the Temporary iNAP Password.

![Password input screen](image1)

i. (Step #9) On the Change Password screen, perform the following, and then click the Change Password button.

vi. In the Current Password text box, type your Temporary iNAP Password (from the email).

vii. In the New Password text box, type your New iNAP Password.

![Change password screen](image2)

eight. In the Confirm Password text box, re-type your New iNAP Password.

j. (Step #10) The iNAP Home screen will display and any iNAP portal applications will display.
6. Connecting iNAP with new FEPMIS Account:

   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.

   b. (Step #2) On the iNAP Home screen, click the Sign in.

   c. (Step #3) Perform the following then click the Sign in button.
      
         ix. In the username text box, type your iNAP User Account Name.
         x. In the Password text box, type your iNAP Password.

   d. (Step #4) Select LESO-PROD from your list of iNAP portal Applications

   NOTE: if you are a current FEPMIS user DO NOT create a new account
When logging into LESO FEMPIS for the first time from iNAP (https://nap.nwcg.gov/NAP/) the application tries to link any existing FEMPIS users to their current FEMPIS account. To do this the user must provide current FEMPIS username and password to verify user account. If you are NOT a current FEMPIS user then select New User.

   e. (Step #5) Select NEW USER.
f. (Step #6) Enter all required fields marked with an asterisk (*).
   xi. Select Create

   g. (Step #7) System will search for existing FEPMIS accounts to be sure not to create a duplicate.

   NOTE: if your e-mail address is found in the system, please select Back, and select Current User option, and if you do not know your current FEPMIS username contact your State Coordinator.
h. (Step #8) Note your new User ID and Check the box that you understand the Rules of Behavior (RoB).

xii. Select Acknowledge

Note: You must close your browser completely or you might have browser cache issues.

j. At this time your iNAP and FEPMIS accounts are linked. The next time you login you should go directly into the LESO FEPMIS application.

Note: you must have new user roles assigned in FEPMIS by your State Coordinator.
7. Connecting iNAP with existing FEPMIS Account:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   b. (Step #2) On the iNAP Home screen, click the Sign in.
   c. (Step #3) Perform the following then click the Sign in button.
      i. In the username text box, type your iNAP User Account Name.
      ii. In the Password text box, type your iNAP Password.
   d. (Step #4) Select LESO-PROD from your list of iNAP portal Applications.

NOTE: When logging into LESO FEPMIS for the first time from iNAP (https://nap.nwcg.gov/NAP/) the application tries to link any existing FEPMIS users to their current FEPMIS account. To do this the user
must provide current FPEMIS username and password to verify their account. If you are a current FPEMIS user DO NOT create a new account.

e. (Step #5) Select Current User

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NOTE: Enter your current LESO FEPMIS Username Not your iNAP username. Linking your FPEMIS account is only required the 1st time you access FPEMIS after you have created a new iNAP account.
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f. (Step #6) Enter your current LESO FEPMIS Username.
g. (Step #7) Select Look Up.
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NOTE: If you forgot your existing FPEMIS Username contact your State Coordinator. If you forgot your password, you must request a password reset by selecting Send Password button. DO NOT CALL THE HELP DESK TO REQUEST A FPEMIS PASSWORD RESET.
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h. (Step #8) Check the box that you understand the Rules of Behavior (RoB).

iii. Select Acknowledge

i. (Step #9) The application will end your session and require a new login through iNAP to complete the registration process.

NOTE: You must close your browser completely or you might have browser cache issues.

j. At this time your iNAP and FEPMIS accounts are linked. The next time you login you should go directly into the LESO FEPMIS application.

NOTE: you must have new user roles assigned in FEPMIS by your State Coordinator.
8. Connecting iNAP with existing FEPMIS Users, Resetting FEPMIS Password:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the address bar, and then press Enter.
   b. (Step #2) On the iNAP Home screen, click the Sign in.
   c. (Step #3) Perform the following then click the Sign in button.
   d. (Step #4) Select LESO-PROD from your list of iNAP portal Applications.

NOTE: When logging into LESO FEPMIS for the first time for iNAP(https://nap.nwcg.gov/NAP/) the application tries to link any existing FEPMIS users to their current FEPMIS account. To do this the user must provide current FEPMIS username and password to verify their account. If you are a current FEPMIS user DO NOT create a new account.
e. (Step #5) Select Current User.

NOTE: Enter your current LESO FEPMIS Username NOT your iNAP username. Linking your FEPMIS account is only required the 1st time you access FEPMIS after you create an iNAP account. If you forgot your existing FEPMIS username contact your State Coordinator. If you forgot your password, you must request a password reset by selecting Send Password button. DO NOT CALL THE HELP DESK TO REQUEST A FEPMIS PASSWORD RESET.

f. (Step #6) Enter your current LESO FEPMIS Username.

g. (Step #7) Select Send Password.

h. (Step #8) Enter your FEPMIS Email Address and click the Send button.
i. (Step #9) You will receive your FEPMIS username in an e-mail from DoNotReply@fs.fed.us with the subject line Password Reset Notification.

![Non-DoD Source] Password Reset Notification

A Password Reset was requested for username: LESOHQ1

Your password was reset and a new password will be sent to you in a second email. The temporary password is only good for 24 hours.
This is a system generated message. Please do not respond to this message.

If you did not request a password reset, please notify the LESO office.

j. (Step #10) You will receive your Temporary FEPMIS Password in an e-mail from DoNotReply@fs.fed.us with the subject line Password Reset Notification. Temporary Passwords are only good for 24 hours.

NOTE-If you do not receive the emails, ensure your email application or virus protection is not blocking them.

![Non-DoD Source] Password Reset Notification

Temporary Password: 

NOTE: The temporary password is only good for 24 hours.
This is a system generated message. Please do not respond to this message.

If you did not request a password reset, please notify the LESO office.

k. Restart the process to connect your existing FEPMIS account to your iNAP account using your temporary password.
9. Managing your iNAP FEPMIS Manage Account:
   a. (Step #1) Start your internet browser, type https://nap.nwcg.gov/NAP/ (case sensitive) in the Address bar, and then press Enter.
   b. (Step #2) On the iNAP Home screen, click the Sign in.
   c. (Step #3) Perform the following the click the Sign in button.
   d. In the Username text box, type your iNAP User Account Name.
   e. In the Password text box, type your iNAP Password.
   f. (Step #4) Select LESO-PROD from your list of iNAP portal Applications.
g. (Step #5) Select Manage Account from the Menu on the left side.

h. (Step #6) Update User information as necessary.

i. (Step #7) Select Save.
10. Frequently asked questions (Q & A)

What systems are affected? The only systems affected are LESO FEPMIS and COGNOS. The RTD Web will still be available for users to screen available property.

Who will be affected? All LESO FEPMIS users are affected by the INAP transition.

Will there be any downtime? LESO FEPMIS will be unavailable to users during the INAP transition period on or near June 7th. An additional notification of FEPMIS downtime will be sent closer to the date.

How long will the downtime be? We anticipate that LESO FEPMIS downtime will not exceed 1 day.

Are there alternatives during downtime? There are no alternatives available.

What to expect once the upgrade has completed? Users must have an approved INAP account and use INAP to get into LESO FEPMIS. The old fam-web URL (website) will not work. Users must use https://nap.nwcg.gov/NAP/

What browsers work best with INAP? Chrome, Firefox, Internet Explorer are recommended internet browsers.

Will Users need to be reassigned to a Station or State? Existing LESO FEPMIS users that are currently assigned to a Station or State will not need to be reassigned.

Will Users need to be assigned roles again? Existing LESO FEPMIS users that currently have roles assigned, will not need to be reassigned.

Whom to report to in case of issues following the upgrade? All questions or issues should be directed through your State Coordinator and they will determine required action and elevation of issues.

I am a SC/SPOC, since we were only able to test up to Step #1 (INAP account creation), will we be able to test the actual migration BEFORE we notify our LEAs to proceed with migrating their accounts? After the transition/migration of servers on/about June 7th, it will be open for all users. When LESO notifies you, you can test it BEFORE notifying your LEAs.