

## USER GUIDE FOR INAP Version April 2021

### TABLE OF CONTENTS

1. <a href="#">Requesting an iNAP User Account</a>	<a href="#">Page 2</a>
2. <a href="#">Getting Started with A New iNAP account</a>	<a href="#">Page 4</a>
3. <a href="#">Using iNAP</a>	<a href="#">Page 7</a>
4. <a href="#">Retrieving a Forgotten iNAP User Account Name</a>	<a href="#">Page 8</a>
5. <a href="#">Reset a Forgotten iNAP Password</a>	<a href="#">Page 11</a>
6. <a href="#">Connecting iNAP with new FEPMIS Account</a>	<a href="#">Page 14</a>
7. <a href="#">Connecting iNAP with existing FEPMIS Account</a>	<a href="#">Page 17</a>
8. <a href="#">Connecting iNAP with existing FEPMIS Users, Resetting FEPMIS Password</a>	<a href="#">Page 20</a>
9. <a href="#">Managing your iNAP FEPMIS Manage Account</a>	<a href="#">Page 23</a>
10. <a href="#">Frequently asked questions (Q &amp; A)</a>	<a href="#">Page 26</a>

### **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 7<sup>th</sup> 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 7<sup>TH</sup> iNAP TRANSITION\*\*\*\*\***

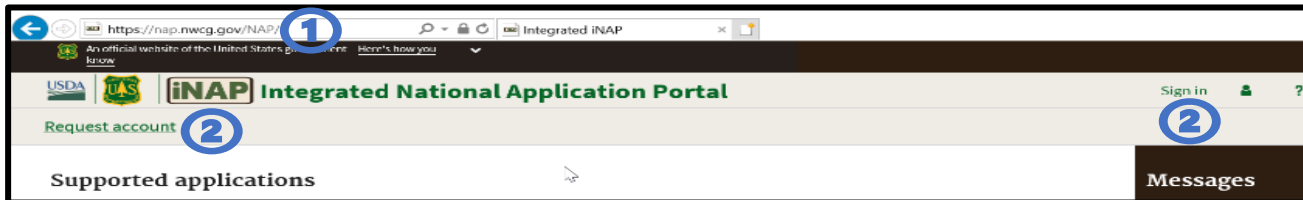
**Step 2:** After the iNAP transition occurs, LESO will send email notification to all users. Users will must then link their iNAP account to their existing LESO FEPMIS account (please see attached User Guide).

- 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.

## USER GUIDE FOR INAP Version April 2021

### 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.

First name: First, Middle name (optional):, Last name: Last

Job title (optional):

E-Mail: First.Last@dla.mil

Office number: (269) 961-0000, Ext (optional):, Mobile (optional):, Fax (optional):

Primary affiliation: DOD Government (selected), Part-time/seasonal: ☐

Organizational unit: Other (not listed), Other organizational unit: LESO

Agency: Other (not listed), Other agency: DLA

## USER GUIDE FOR INAP Version April 2021

- 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>

**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

Request application access and roles

Requesting application access will result in a request to INAP. To request access to more than 1 application, please click the plus button below.

5 Application access: LESO-LESO FEPMIS

6 Instance(s): PROD (Standard)

Request application roles for LESO - PROD (Standard)

7 ☒ LESO Report Reader  
☐ LESO Report Writer

8 Enter the contact who can validate your need to access this application.

- You CAN NOT validate yourself.
- Agency employees enter manager or supervisor.
- Contractors enter your government contracting office personnel.

Contact's first name: FIRST

Contact's last name: LAST

Job title: STATE POINT OF CONTACT

Phone number: (260) 961-0000

Ext (optional):

E-Mail: FIRST.LAST@DLA.MIL

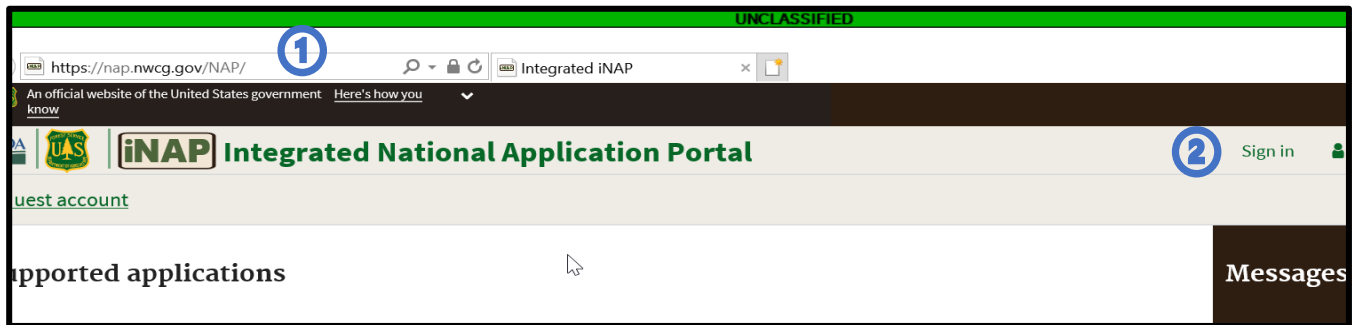
Submit Cancel

- 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](mailto: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.**

**Change password** 4

Please change your temporary password.

**Current password**

**New password**

**Confirm password**

☐ Show my typing

**Create a strong password**

It must be 12-32 characters long and contain at least:

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character
- None of the previous 24 passwords may be reused.

**Change password**

- e. (Step #5) On the Set security questions screen, perform the following, and then 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 5

**i** 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.

### Rules of behavior ⑥

#### Notice to user account kslast

❶ In compliance with USDA and federal security policies, you must accept the following rules of behavior annually, prior to being granted access to iNAP Portal and applications. Please read and confirm your acceptance before proceeding.

##### Statement of Information Security Responsibilities for Associate Forest Service Users of FS Systems

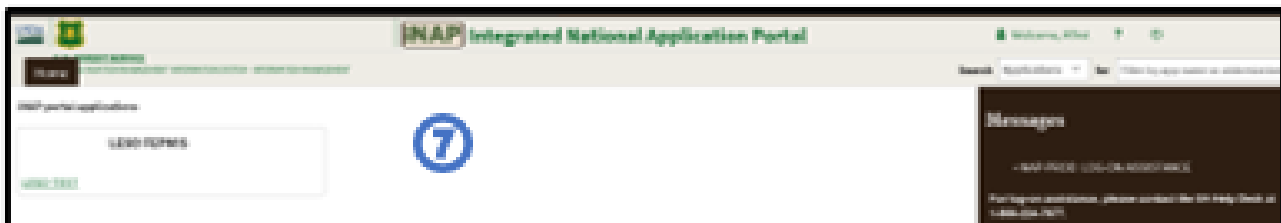
I acknowledge that I understand and agree to comply with Forest Service (FS) and USDA information security policies and procedures, as well as with federal, state, and local laws. I understand that as an FS associate, I may not be entitled to the same limited personal use privileges as FS employees, and that my use of FS information systems and equipment is limited to that which is specifically described in my contract or other agreement with the FS.

I understand that my contract or other agreement may specify additional information security responsibilities or requirements, such as the need for a signed confidentiality statement. Key elements of Forest Service Manual (FSM) Chapter 6680, Security of Information, Information Systems, and Information Technology (both 6680-6682 and 6683-6684), for which I am responsible, are summarized below. I understand and agree that I must periodically review the FSM Chapter 6680 for changes.

I understand that any use of FS communications resources generally is not secure, that it is not private, and that it is not anonymous, and that system managers do employ monitoring tools to detect improper use. I understand that there is no right to privacy when using government information systems (login warning banner).

**Accept** **Decline**

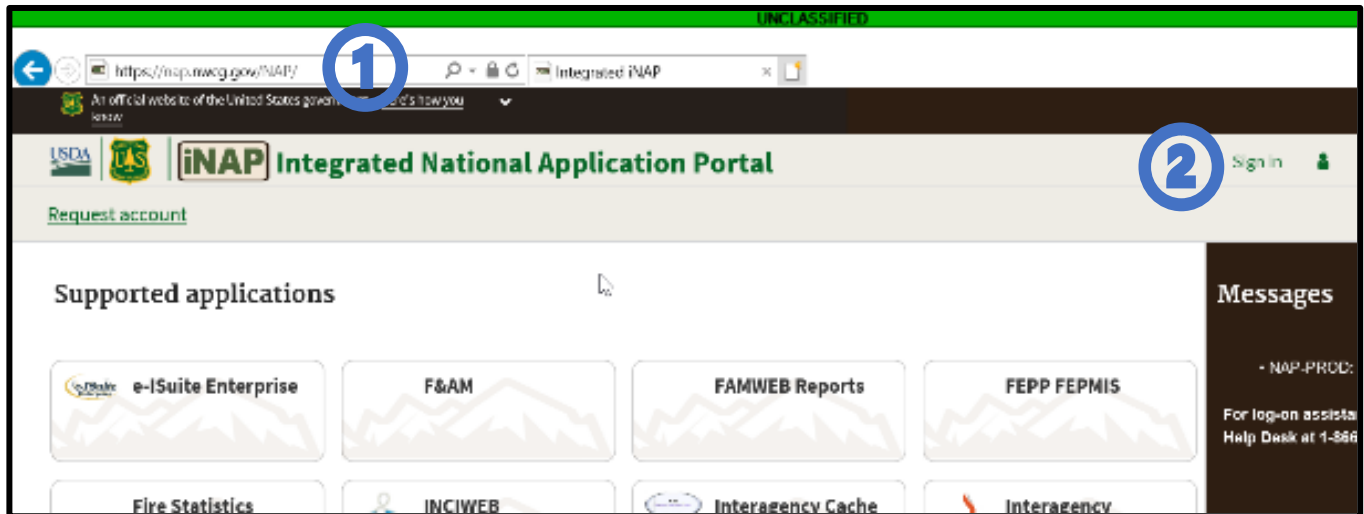
g. (Step #7) Home screen will display with iNAP portal applications you have access to.



## USER GUIDE FOR INAP Version April 2021

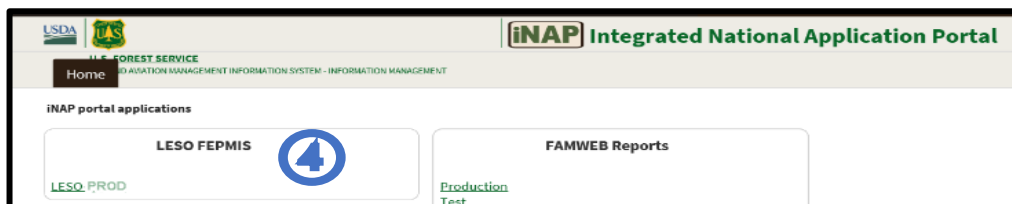
### 3. Using iNAP:

- 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.

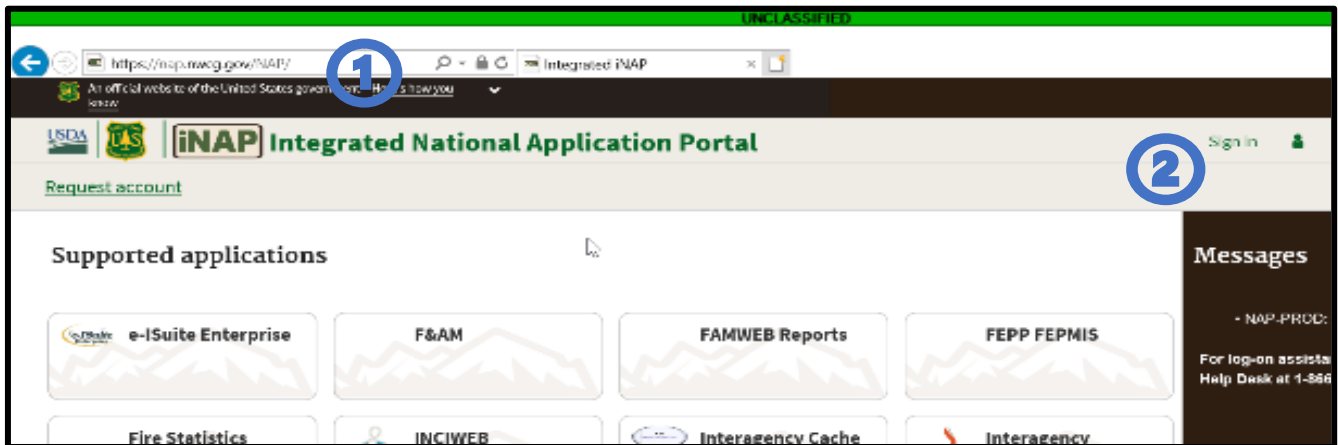
- d. (Step #4) Select LESO-PROD from your list of iNAP portal Applications.



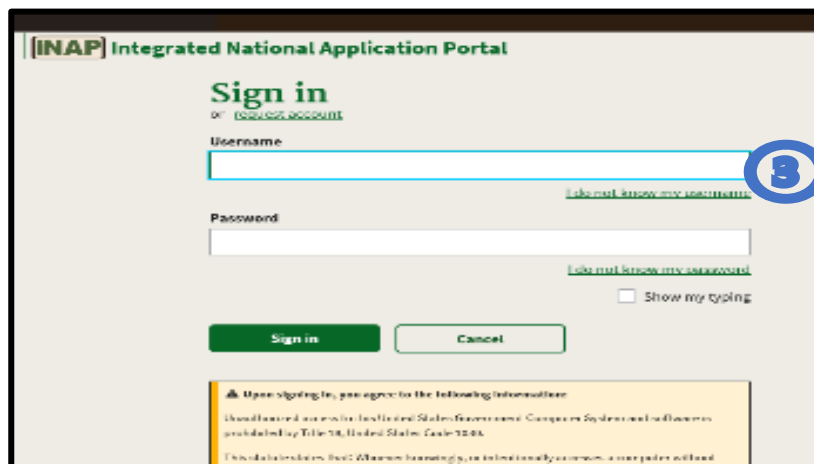


**4. Retrieving a Forgotten iNAP User Account Name:**

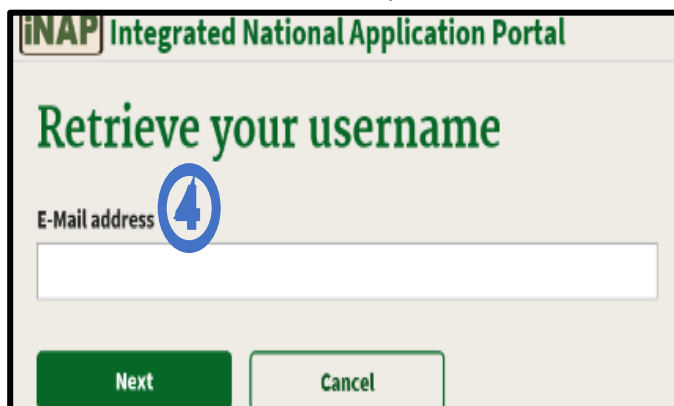
- a. (Step #1) Start your internet browser, type <https://nap.nwcg.gov/NAP/> (case sensitive) in the address bar, and then press Enter.  
(Step #2) On the iNAP Home screen, click the Sign in.



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

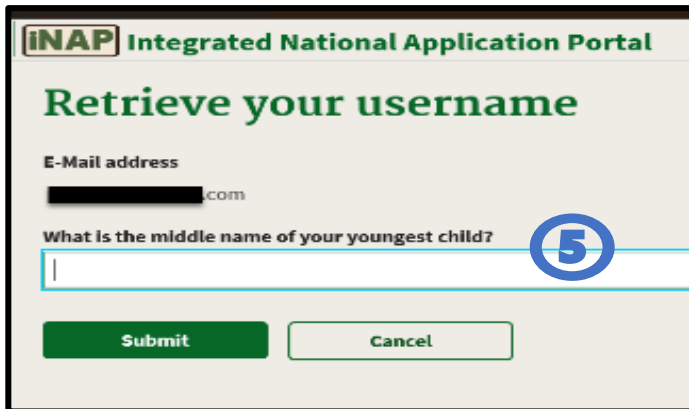


- c. (Step #4) Retrieve Your Username: Enter your E-mail address, type your E-Mail Address as identified in your contact information, and then click the Next button.

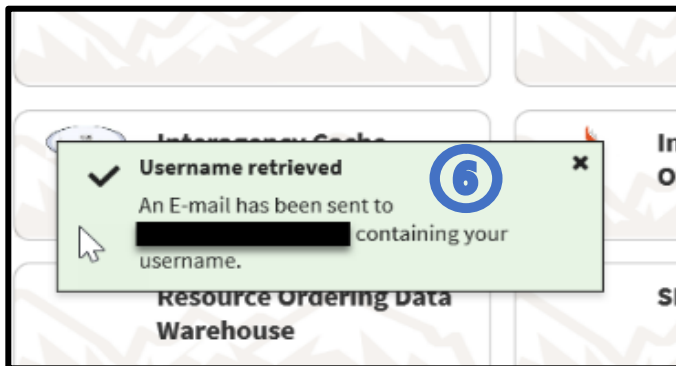


## USER GUIDE FOR INAP Version April 2021

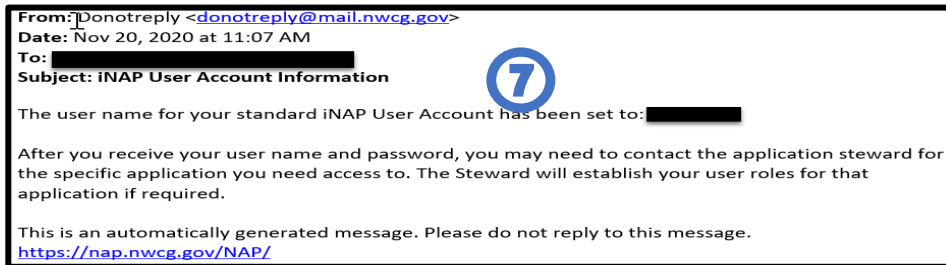
- d. (Step #5) Respond to Challenge Question: Type the answer to your Challenge Question, and then click the Submit button.



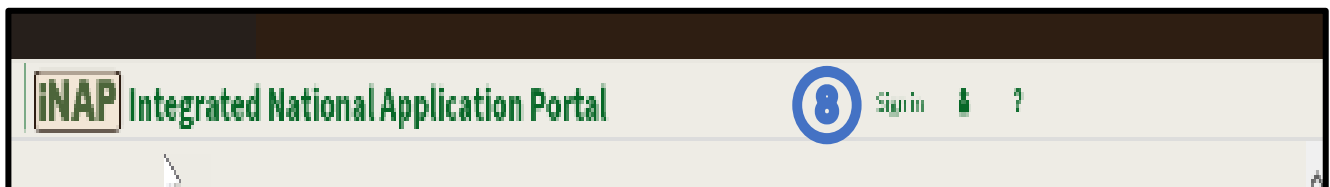
- e. (Step #6) Once you successfully answer the Challenge Question you will receive a message on your screen confirming an email was sent to your email address associated to the iNAP account.



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

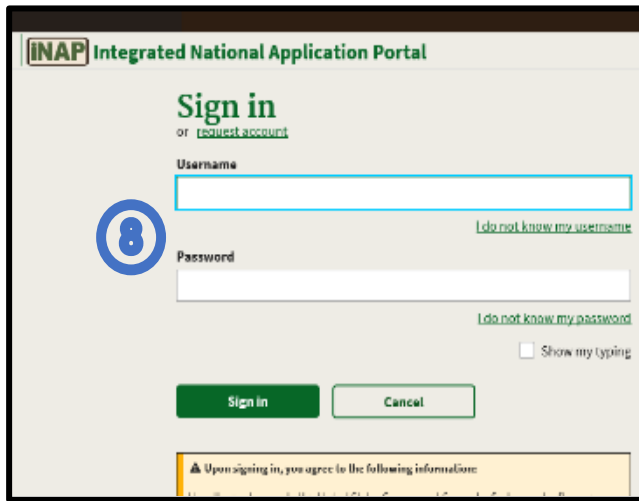


- g. (Step #8) On the iNAP home screen <https://nap.nwcg.gov/NAP/> click Sign in.



## USER GUIDE FOR INAP Version April 2021

- 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.

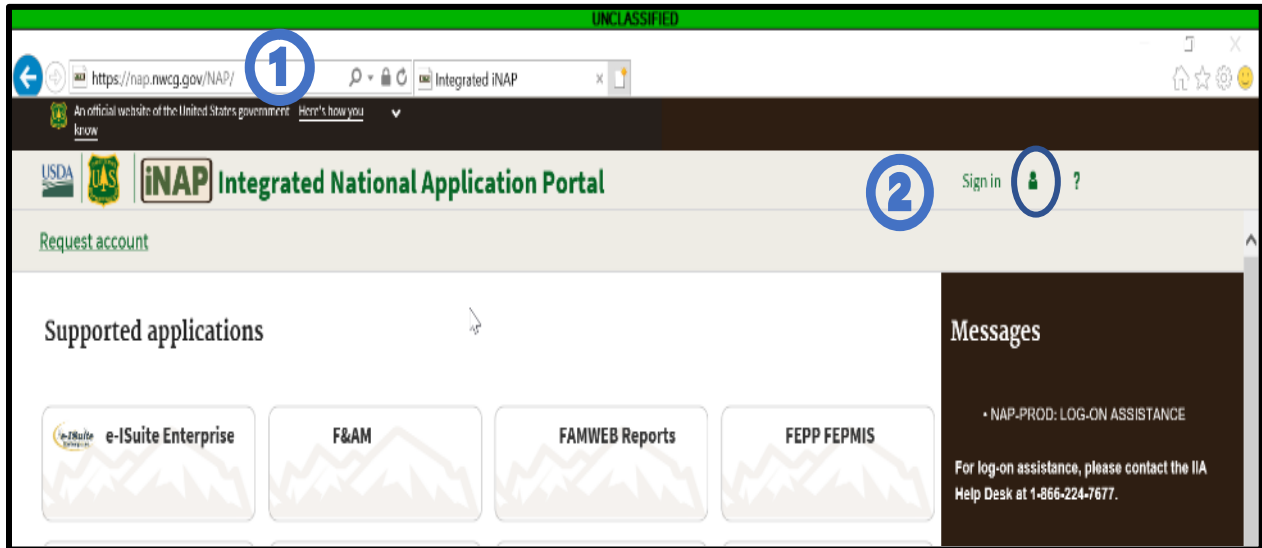


The screenshot shows the iNAP Integrated National Application Portal Sign in page. The page has a light beige background. At the top left, there is a logo with the text "iNAP" in a green box, followed by "Integrated National Application Portal" in green. Below this, the text "Sign in" is in large green font, with "or [request account](#)" in smaller green font below it. There are two text input fields: "Username" and "Password". The "Username" field is highlighted with a blue border. To the left of the "Password" field is a blue circular icon with a white number "8". To the right of the "Username" field is a green link that says "I do not know my username". To the right of the "Password" field is a green link that says "I do not know my password". Below the "Password" field is a checkbox labeled "Show my typing". At the bottom, there are two buttons: a green "Sign in" button and a white "Cancel" button with a green border. At the very bottom, there is a yellow warning box with a triangle icon and the text "Upon signing in, you agree to the following information:".

## USER GUIDE FOR INAP Version April 2021

### 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.

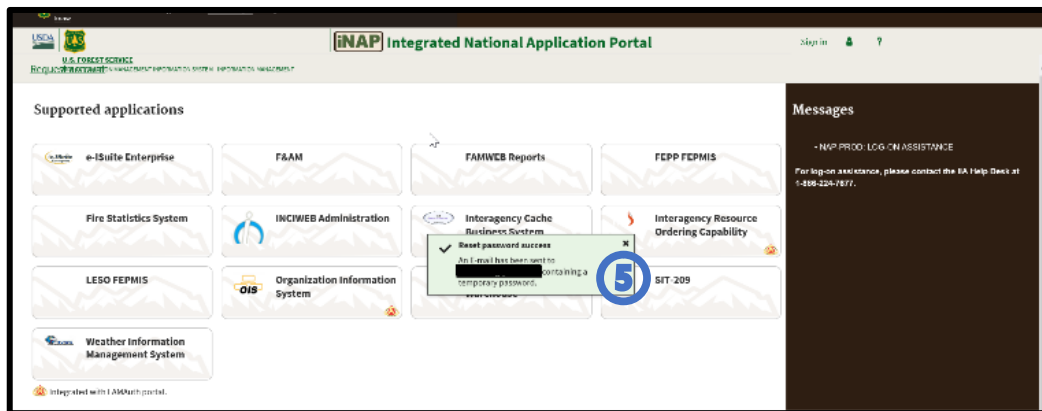


- c. (Step #3) Enter your iNAP User Account Name in the Username field, and then click the Next button.

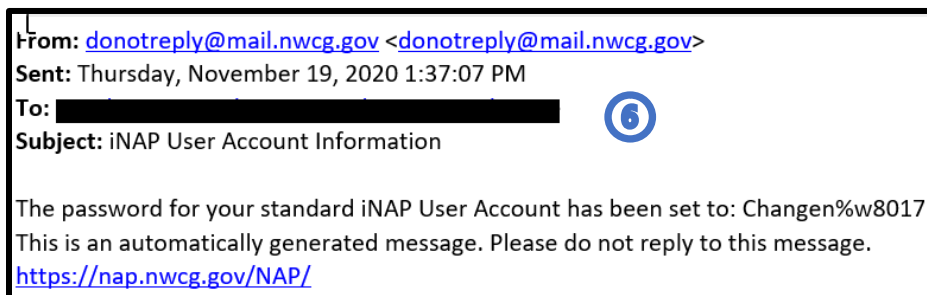
- d. (Step #4) Respond to the Challenge Question: Type the answer to your Challenge Question, and then click the Submit button.

## USER GUIDE FOR INAP Version April 2021

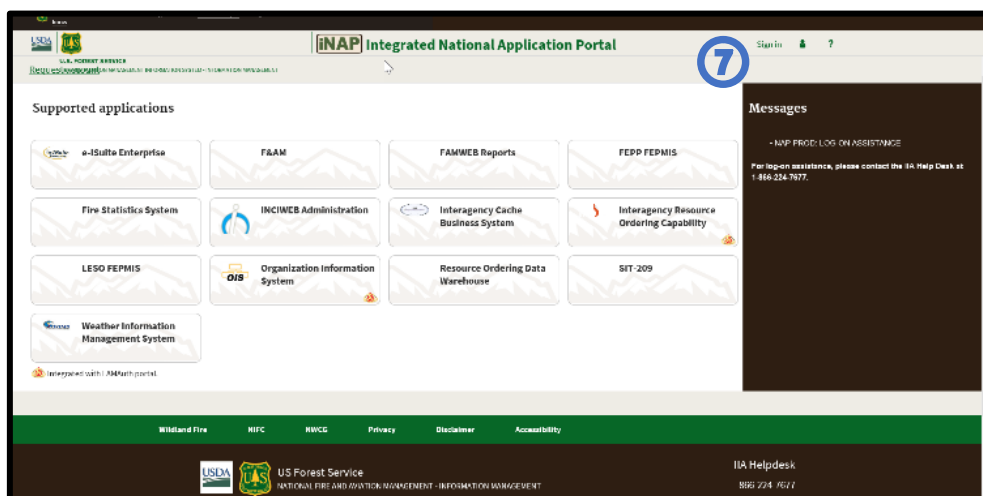
- e. (Step #5) Once you successfully answer the Challenge Question you will receive a message on your screen confirming an email was sent to your email address associated to the iNAP account.



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



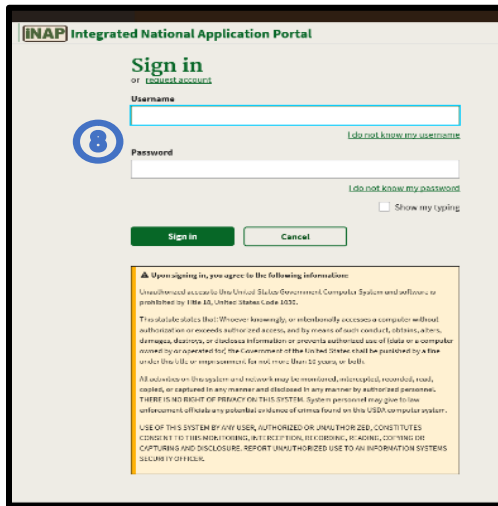
- g. (Step #7) On the iNAP Home Screen <https://nap.nwcg.gov/NAP/> click Sign in.



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

## USER GUIDE FOR INAP Version April 2021

- v. In the Password text box, type the Temporary iNAP Password.

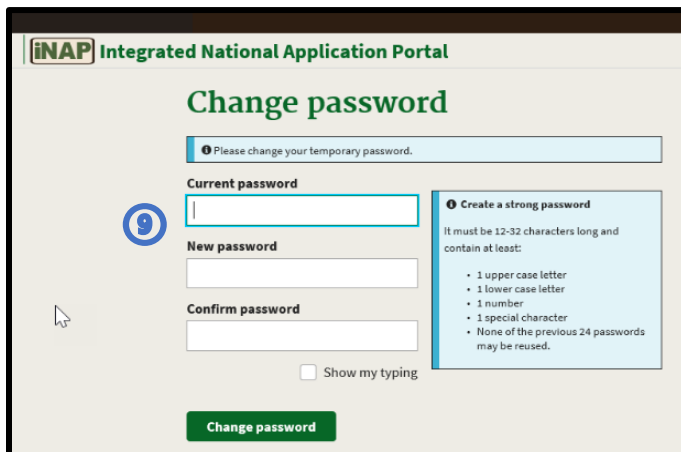


The image shows the 'Sign in' screen of the INAP Integrated National Application Portal. It features a blue circle with the number 8 next to the 'Password' text box. The screen includes fields for 'Username' and 'Password', a 'Sign in' button, and a 'Cancel' button. Below the login fields is a disclaimer about the system's security and the consequences of unauthorized access.

- 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.



The image shows the 'Change password' screen of the INAP Integrated National Application Portal. It features a blue circle with the number 9 next to the 'Current password' text box. The screen includes fields for 'Current password', 'New password', and 'Confirm password', a 'Change password' button, and a 'Show my typing' checkbox. A sidebar on the right provides instructions on how to create a strong password, including requirements for length, character types, and reuse.

- viii. 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.

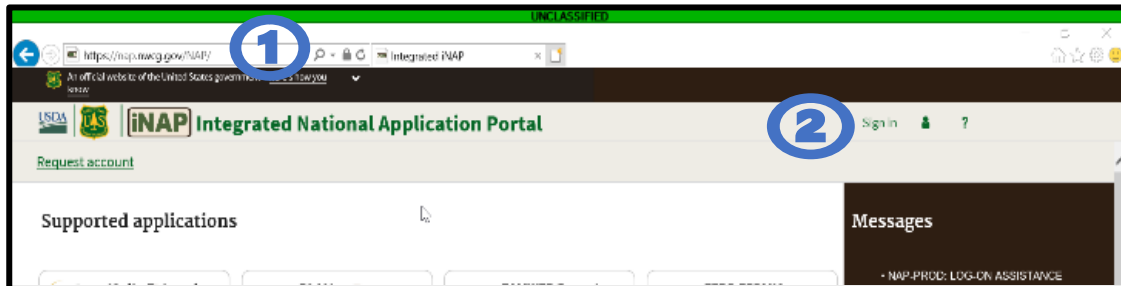


The image shows the 'Home' screen of the INAP Integrated National Application Portal. It features a blue circle with the number 10 next to the 'LESO TEST' application card. The screen includes a header with the INAP logo and name, a sidebar with navigation links, and a main area displaying 'INAP portal applications' with a list of applications including 'LESO FEPNIS' and 'LESO TEST'.

## USER GUIDE FOR INAP Version April 2021

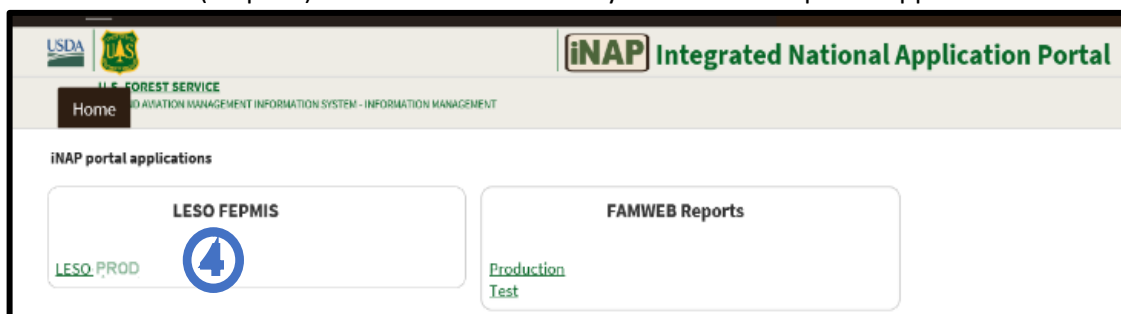
### 6. Connecting iNAP with new FEPMIS Account:

- 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

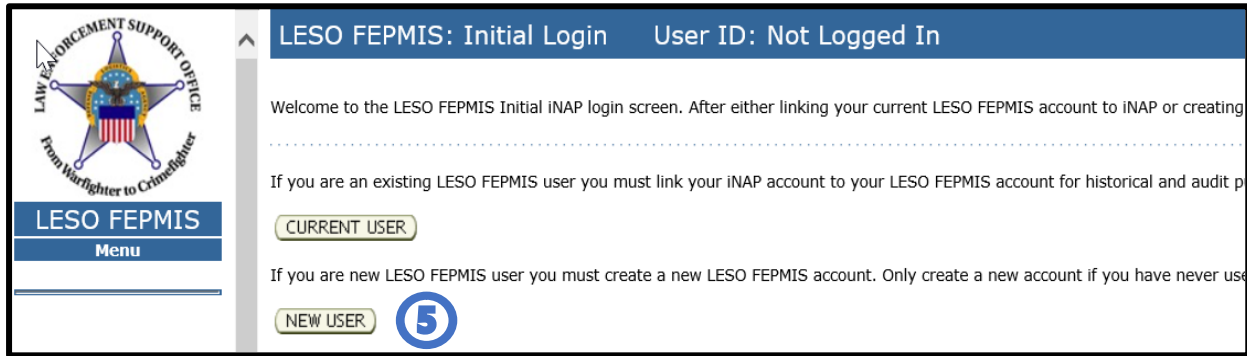


**NOTE: if you are a current FEPMIS user DO NOT create a new account**

When logging into LESO 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 FEPMIS username and password to verify user account. If you are NOT a current FEPMIS user then select New User.

- e. (Step #5) Select NEW USER.

## USER GUIDE FOR INAP Version April 2021



**LESO FEPMIS: Initial Login** User ID: Not Logged In

Welcome to the LESO FEPMIS Initial iNAP login screen. After either linking your current LESO FEPMIS account to iNAP or creating a new account, you will be able to access the system.

If you are an existing LESO FEPMIS user you must link your iNAP account to your LESO FEPMIS account for historical and audit purposes.

**CURRENT USER**

If you are new LESO FEPMIS user you must create a new LESO FEPMIS account. Only create a new account if you have never used the system before.

**NEW USER** 5

- f. (Step #6) Enter all required fields marked with an asterisk (\*).
- xi. Select Create



**LESO FEPMIS: Create FAMWEB Account**

☒ Please enter your information

**Error/Info Messages:**

User First Name: \*

User Last Name: \*

Title:

Address: \*

Address 2:

City: \*

State: \*

Zip Code: \*

Telephone Number: \*

Telephone Number Extension:

Cell Number:

Email Address: \*

**Create** **Back**

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



**Error/Info Messages:** Email address is already in use by USER(S): SC LEAUSER2, by USER(S): LESO HQ LESO, by USER(S): VI (KEVIN) STATE (STEWART), by USER(S): VI (KEVIN) LEA (STEWART), please use the email address associated with your iNAP account.

User First Name: \* Kevin

User Last Name: \* Stewart

Title:

Address: \* 74 Washington

Address 2:

City: \* Battle Creek

State: \* MI

Zip Code: \* 49037

Telephone Number: \* 2699615024

Telephone Number Extension:

Cell Number:

Email Address: \* kevin.stewart@dla.mil

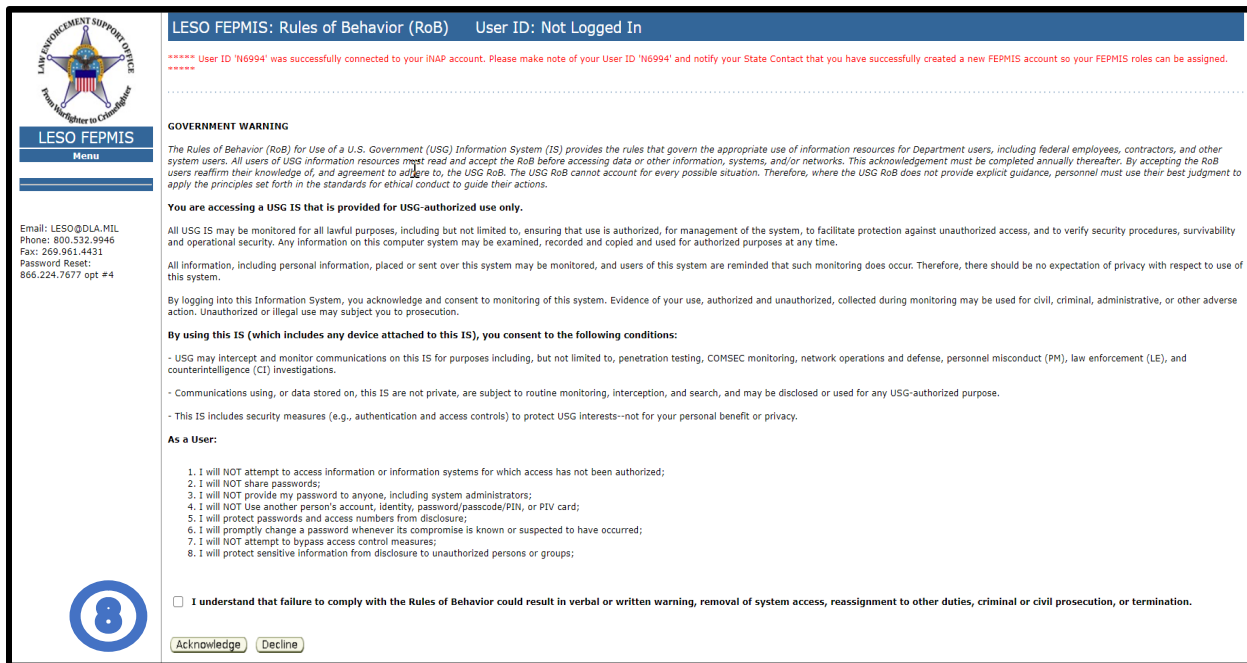
**Create** **Back**

**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.



## USER GUIDE FOR INAP Version April 2021

- h. (Step #8) Note your new User ID and Check the box that you understand the Rules of Behavior (RoB).
- xii. Select Acknowledge



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

\*\*\*\*\* User ID 'N6994' was successfully connected to your INAP account. Please make note of your User ID 'N6994' 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, or data stored on, 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 security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

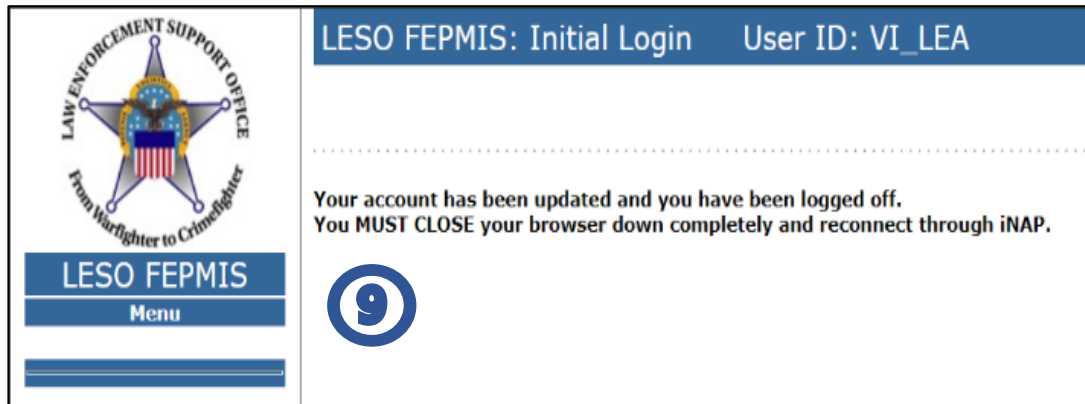
**As a User:**

1. I will NOT attempt to access information or information systems for which access has not been authorized;
2. I will NOT share passwords;
3. I will NOT provide my password to anyone, including system administrators;
4. I will NOT Use another person's account, identity, password/passcode/PIN, 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](#)

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



LESO FEPMIS: Initial Login User ID: VI\_LEA

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

LESO FEPMIS Menu

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

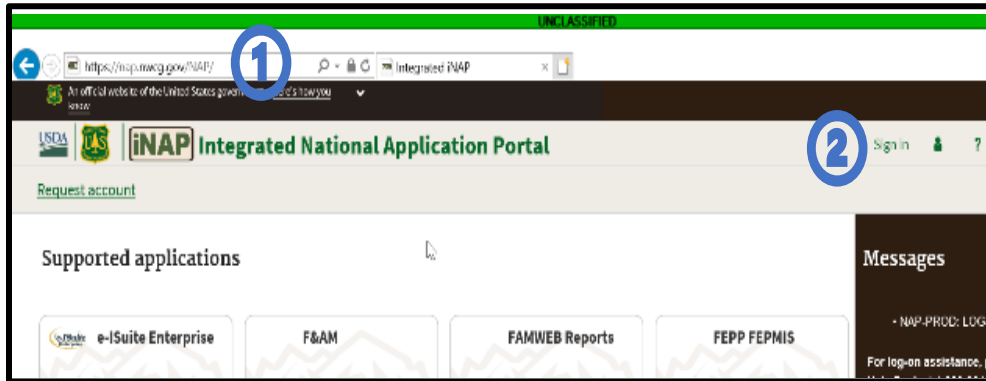
- j. At this time your iNAP and FEPMIS accounts are linked. The next time you login you should go directly into the LESO FEPMIS application.

**Note: you must have new user roles assigned in FEPMIS by your State Coordinator.**

## USER GUIDE FOR INAP Version April 2021

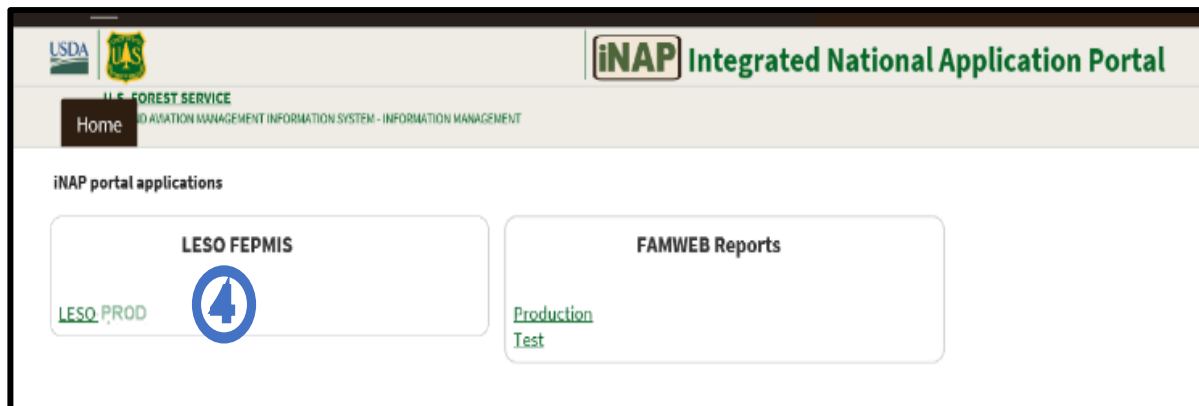
### 7. Connecting iNAP with existing FEPMIS Account:

- 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.

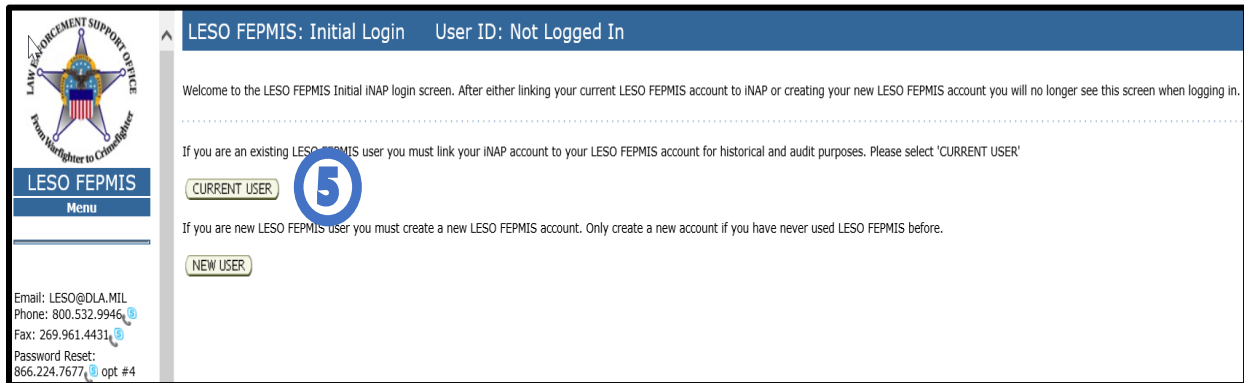


**NOTE:** When logging into LESO FEPMIS for the first time from iNAP (<https://nap.nwcg.gov/NAP/>) the application tries to link any existing FEPMIS users to their current FEPMIS account. To do this the user

## USER GUIDE FOR INAP Version April 2021

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



LESO FPEMIS: Initial Login User ID: Not Logged In

Welcome to the LESO FPEMIS Initial INAP login screen. After either linking your current LESO FPEMIS account to INAP or creating your new LESO FPEMIS account you will no longer see this screen when logging in.

If you are an existing LESO FPEMIS user you must link your INAP account to your LESO FPEMIS account for historical and audit purposes. Please select 'CURRENT USER'

**5**

If you are new LESO FPEMIS user you must create a new LESO FPEMIS account. Only create a new account if you have never used LESO FPEMIS before.

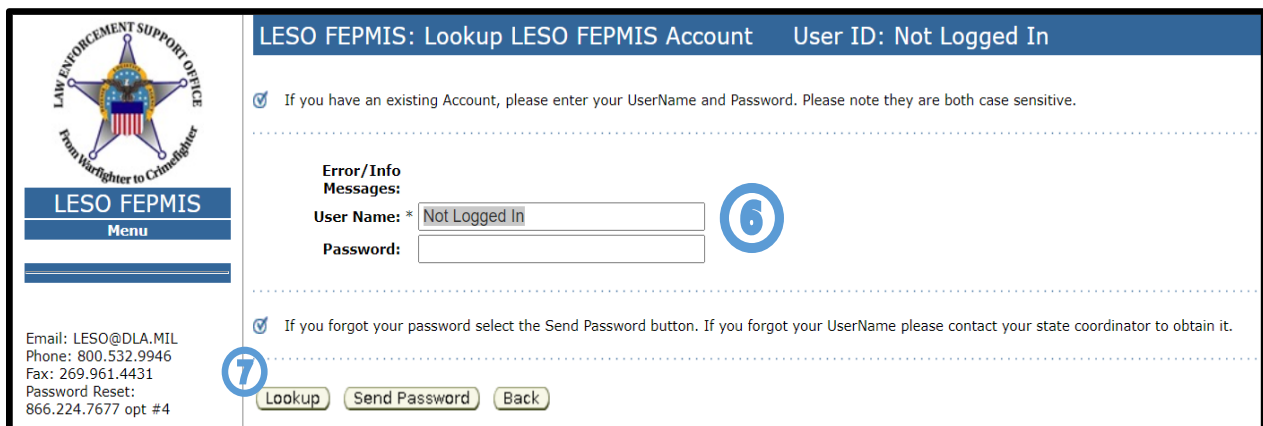
LESO FPEMIS Menu

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset: 866.224.7677 opt #4

**NOTE: Enter your current LESO FPEMIS Username Not your iNAP username. Linking your FPEMIS account is only required the 1<sup>st</sup> time you access FPEMIS after you have created a new iNAP account.**

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

g. (Step #7) Select Look Up.



LESO FPEMIS: Lookup LESO FPEMIS Account User ID: Not Logged In

☒ If you have an existing Account, please enter your UserName and Password. Please note they are both case sensitive.

Error/Info Messages:

User Name: \*  **6**

Password:

☒ If you forgot your password select the Send Password button. If you forgot your UserName please contact your state coordinator to obtain it.

**7**

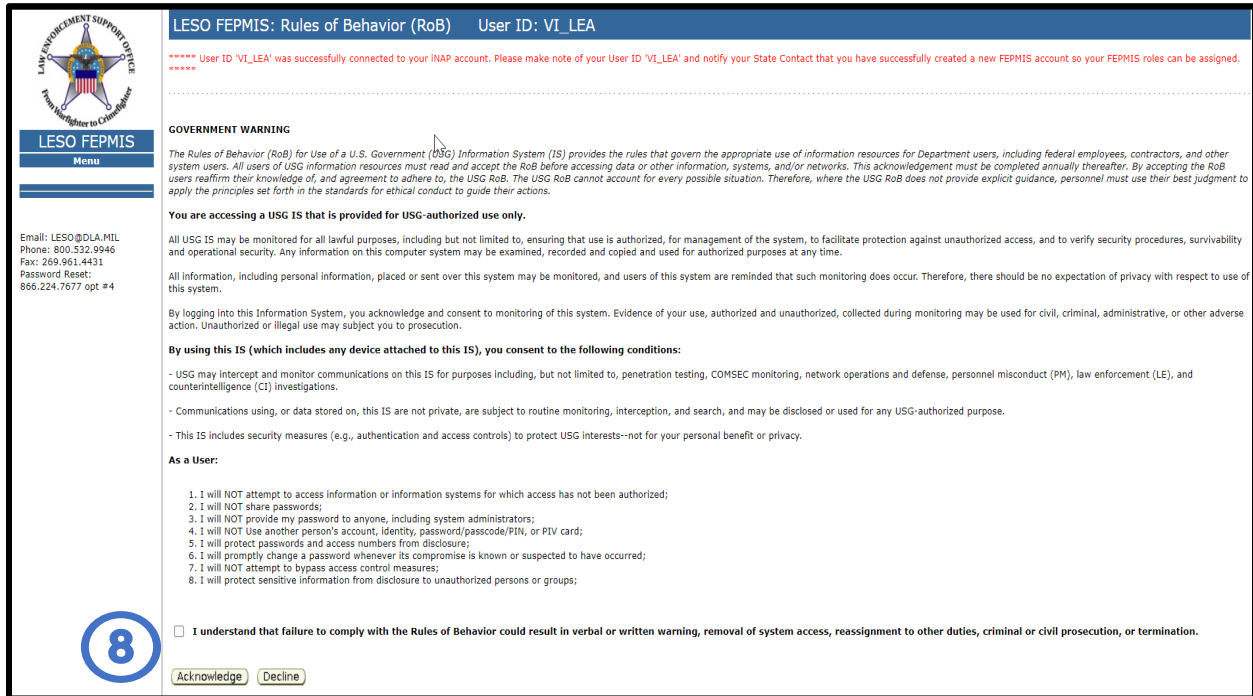
LESO FPEMIS Menu

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset: 866.224.7677 opt #4

**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.**

## USER GUIDE FOR INAP Version April 2021

- h. (Step #8) Check the box that you understand the Rules of Behavior (RoB).  
iii. Select Acknowledge



LESO FEPMIS: Rules of Behavior (RoB) User ID: VI\_LEA

\*\*\*\*\* User ID 'VI\_LEA' was successfully connected to your iNAP account. Please make note of your User ID 'VI\_LEA' 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 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, or data stored on, 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 security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

**As a User:**

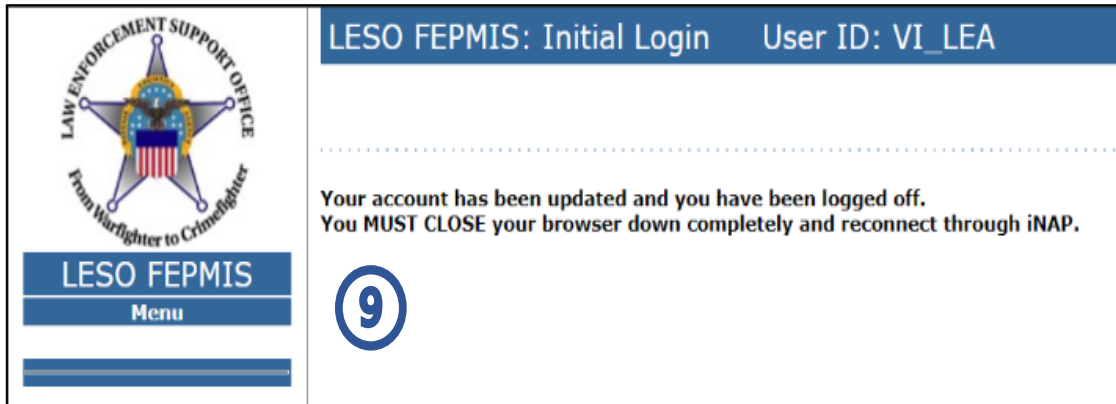
1. I will NOT attempt to access information or information systems for which access has not been authorized;
2. I will NOT share passwords;
3. I will NOT provide my password to anyone, including system administrators;
4. I will NOT use another person's account, identity, password/passcode/PIN, or PIV 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.

**8**

**Acknowledge Decline**

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



LESO FEPMIS: Initial Login User ID: VI\_LEA

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

**9**

LESO FEPMIS Menu

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

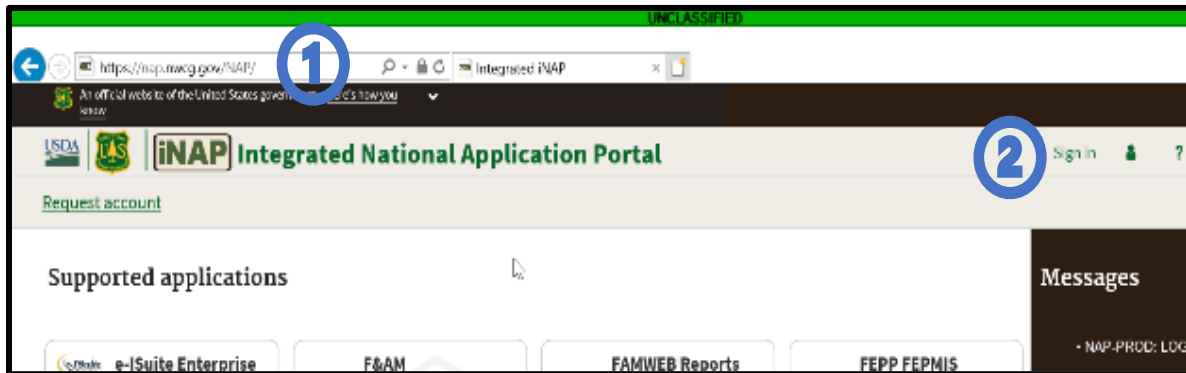
- j. At this time your iNAP and FEPMIS accounts are linked. The next time you login you should go directly into the LESO FEPMIS application.

**NOTE: you must have new user roles assigned in FEPMIS by your State Coordinator.**

## USER GUIDE FOR INAP Version April 2021

### 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.

## USER GUIDE FOR INAP Version April 2021

e. (Step #5) Select Current User.

LESO FEPMIS: Initial Login User ID: Not Logged In

Welcome to the LESO FEPMIS Initial INAP login screen. After either linking your current LESO FEPMIS account to INAP or creating your new LESO FEPMIS account you will no longer see this screen when logging in.

If you are an existing LESO FEPMIS user you must link your INAP account to your LESO FEPMIS account for historical and audit purposes. Please select 'CURRENT USER'

**5**

If you are new LESO FEPMIS user you must create a new LESO FEPMIS account. Only create a new account if you have never used LESO FEPMIS before.

LESO FEPMIS  
Menu

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset:  
866.224.7677 opt #4

**NOTE: Enter your current LESO FEPMIS Username NOT your iNAP username. Linking your FEPMIS account is only required the 1<sup>st</sup> 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.

LESO FEPMIS: Lookup LESO FEPMIS Account User ID: Not Logged In

☒ If you have an existing Account, please enter your UserName and Password. Please note they are both case sensitive.

Error/Info Messages:

User Name: \*  **6**

Password:

☒ If you forgot your password select the Send Password button. If you forgot your UserName please contact your state coordinator to obtain it.

**7**

LESO FEPMIS  
Menu

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset:  
866.224.7677 opt #4

h. (Step #8) Enter your FEPMIS Email Address and click the Send button.

LESO FEPMIS: Reset UserName or Password User ID: LESOHQ1

☒ We will email you a temporary password/token. It is valid for 24 hours.

Error/Info Messages:

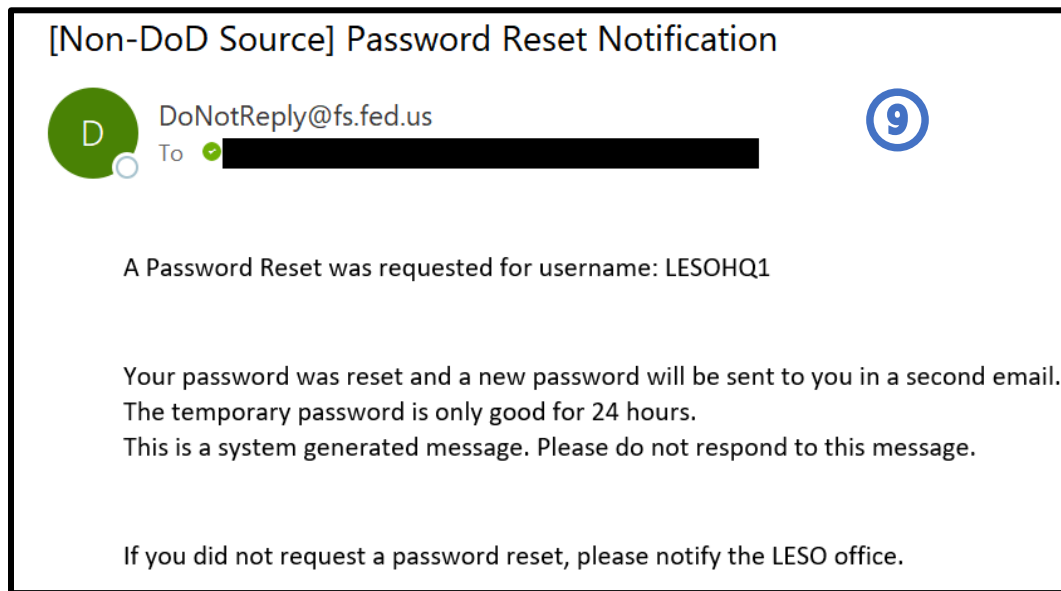
**8**

Email Address: \*

LESO FEPMIS  
Menu

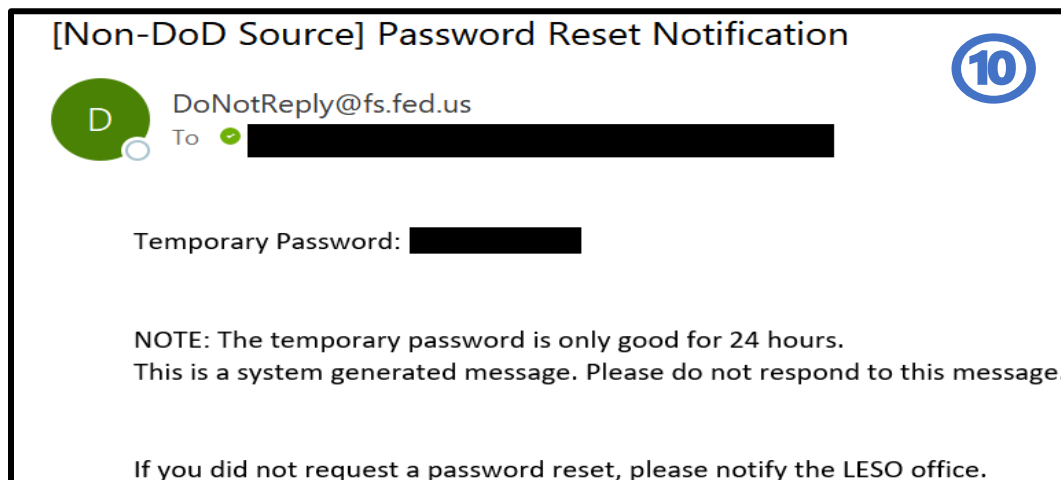
[Home](#)  
[User Administration](#)

- i. (Step #9) You will receive your FEPMIS username in an e-mail from [DoNotReply@fs.fed.us](mailto:DoNotReply@fs.fed.us) with the subject line Password Reset Notification.



- j. (Step #10) You will receive your Temporary FEPMIS Password in an e-mail from [DoNotReply@fs.fed.us](mailto: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.**

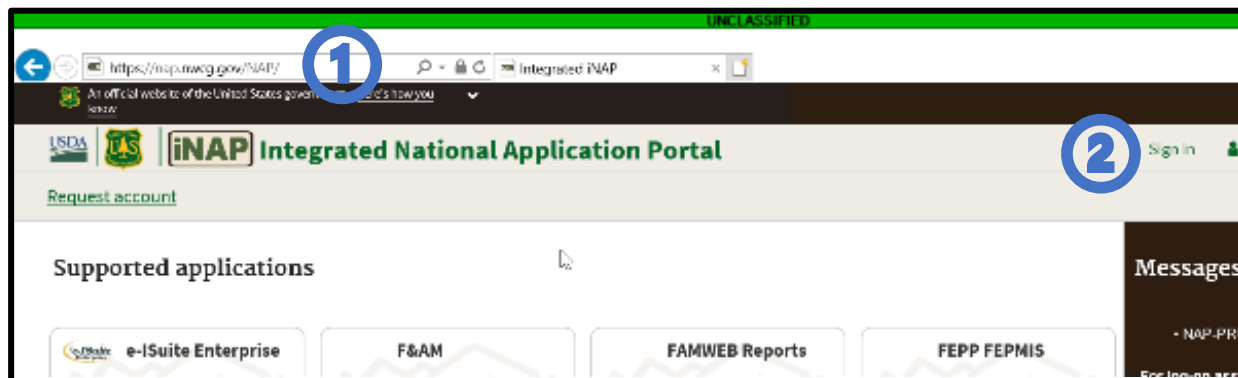


- k. Restart the process to connect your existing FEPMIS account to your iNAP account using your temporary password.

## USER GUIDE FOR INAP Version April 2021

### 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.





## USER GUIDE FOR INAP Version April 2021

- g. (Step #5) Select Manage Account from the Menu on the left side.



**LESO FEPMIS**

The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.

**\*\*THIS IS FAMTEST\*\***  
**\*\*ATTENTION LESO FEPMIS USERS\*\***

DATE: 2016-07-19

**NOTE:** IIA Helpdesk should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your State Coordinator. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

- h. (Step #6) Update User information as necessary.  
i. (Step #7) Select Save.



**LESO FEPMIS: Manage Account** User ID: VI\_LEA

**Error/Info Messages:**  
Last Login: Jan 20, 2021

**User First Name:** VI [REDACTED]  
**User Last Name:** LEA [REDACTED]  
**Title:** VI Station Level User  
**Address:** \* 74 Washington Ave  
**Address2:**  
**City:** \* Battle Creek  
**State:** VI  
**Zip Code:** \* 49037  
**Telephone Number:** \* [REDACTED]  
**Telephone Number Extension:**  
**Cell Number:**  
**Email Address:** \* [REDACTED]

☒ Fields marked with \* are required

**7**  ☒ save edits

### 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 7<sup>th</sup>. 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 7<sup>th</sup>, it will be open for all users. When LESO notifies you, you can test it BEFORE notifying your LEAs.