Creating a FAMWEB User account

FEPMIS Production Site

To gain access into New FEPMIS, you must request a new account. Go to the National

Fire and Aviation Management Web Production site (FAMWEB)

https://fam.nwcg.gov/fam-web/ and select the New User Accounts link



Things to Know

- <u>FAMWEB</u> (FEPMIS production and Cognos) and <u>famtest</u> (the testing and learning environment for FEPMIS) are two separate accounts, you will need to request an account on FAMWEB to manage your FEPP and FFP program.
- If you have a FAMWEB user id for another program on FAMWEB, you do not need to request a new user account. You just need to request that the Application and Role be added to your account. To do this, contact Melissa Frey or the Help Desk.
- Your <u>User Name</u> is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. A numeral may also be included for very common names to avoid duplication.
- Your <u>Password</u> is case sensitive: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, \$, excluding \, (, %,), /, @, ', and "; one upper case letter; one lower case letter; and cannot have been used previously in the last 24 passwords in FAMWEB.
- Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected. Required fields are marked with an asterisk.
- Passwords will expire every 60 days for users with approval roles assigned to them

 all state and FS users normally have approval authority. Each user is responsible
 for managing their password.
- If you have any questions, please contact the Helpdesk at 866-224-7677 or 616-323-1667 or <u>IIA-Helpdesk@fs.fed.us</u>

On the Create User Page enter your correct information. All fields with an asterisk * must be filled in before submitting.

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and the second s	FAMWEB Home Contact Us FAO	Help Disclaimer Thu Auo 18 2016				
FAMWEB Administration	FAMWEB Admini	stration: Create User				
AMIS						
AWSR	This page allows you to submit a new u	ser registration Fequest to become a FAMWEB user. Once you have entered and saved the information, please contact your local Application Manager to activate your account.				
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FAMWEB Data Warehouse	of the following: at least one pumber; one symbol such as ~, =, \$, excluding (,%,), @,', and "; one upper case letter; one lower case letter; and cannot have been used previously. In the Comment field, please describe your tasking with FAMWER (e.g. what a ronalizational data you had a ronalizational da					
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Wildland Fire Related Links	Confirm Password*					
) Other Links/Forms	First Name*					
FAMTEST	Last Name*					
1 0//	Title					
(AWSR, AMIS, ARS,	Unit/Agency	You must Click the drop down to select the State or region you are assigned to.				
FIRESTAT, SIT, 209)	Address	Line				
		Line 2				
This site is maintained by: USDA Forest Service	City					
Fire & Aviation IT	State					
Phone: 866-224-7677 616-323-1667	Zip Code					
Fax: 616-323-1665	Telephone Number*					
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	Add Clear Once all information has been entered click on the ADD button. If you want to start over, select Clear.					

If you receive an Error "Invalid or Duplicate User Name", the system identified either a <u>duplicate username, phone number or email address</u>. If you are sure that you do not already have an account on FAMWEB, change your User Name (i.e. add a letter or number to the user name) and select "Add" as shown on the bottom of the previous screen. You may have to do this several times until you find a user name that is not being used. ****Please note - if you have a FAMWEB user id for another program on FAMWEB, you do not need to request a new user account, contact the Help Desk to add FEPP FEPMIS to your existing account.****

🖉 Fire & Aviation Management Homepage - Windows Internet Explorer provided by USDA Forest Service							
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 Administration Administration Administer Users Announcements Application Create User Menu Reference Codes Role Software Assign Application Change Password AMIS ARS AWSR FIRESTAT SIT Report 209 	This page allows you to entered and saved the in Note: Your user name is case within FAMWEB. Your pa contain three of the follo "; one upper case letter; please describe your tas you are responsible for, All required fields are m EFFOF! Invalid or Duplicate D	submit a new user registration reques nformation, please contact your local esensitive: must be at least 3 charact issword is case sensitive: must be a poing: at least one number; one symb ; one lower case letter; and cannot ha sking with FAMWEB (e.g., what applicated etc.) marked with an asterisk (*).	st to become a FAMWEB user. Once you have Application Manager to activate your account. cters in length, but no more than 30; and be unique at least 12 characters, but no more than 14; must bol such as ~, #, \$, excluding (, %,), /, @, ', and ave been used previously. In the Comment field, ations you need access to, what organizational data				
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User Guide TechNotes	First Name*	TEST99					
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Wildland Fire Related Links Other Links/Forms	Title]				
F Other Links/Forms	IInit/Agency*		Internet				

Contact your state* or Forest Service Regional** Point of Contact (POC) to request your assigned roles.

*State POC's

(http://www.fs.fed.us/fire/partners/fepp/fepp_vfa_mgrs.html).

****Forest Service POC's**

(http://www.fs.fed.us/fire/partners/fepp/directory.html).

After your POC has activated your user roles you are ready to sign in to <u>FEPMIS</u> (https://fam.nwcg.gov/fam-web/)

Select the Log On link in the bottom left side of the menu, a new window will open, if it doesn't change your Pop Up Blocker in your Tools bar to "OFF".