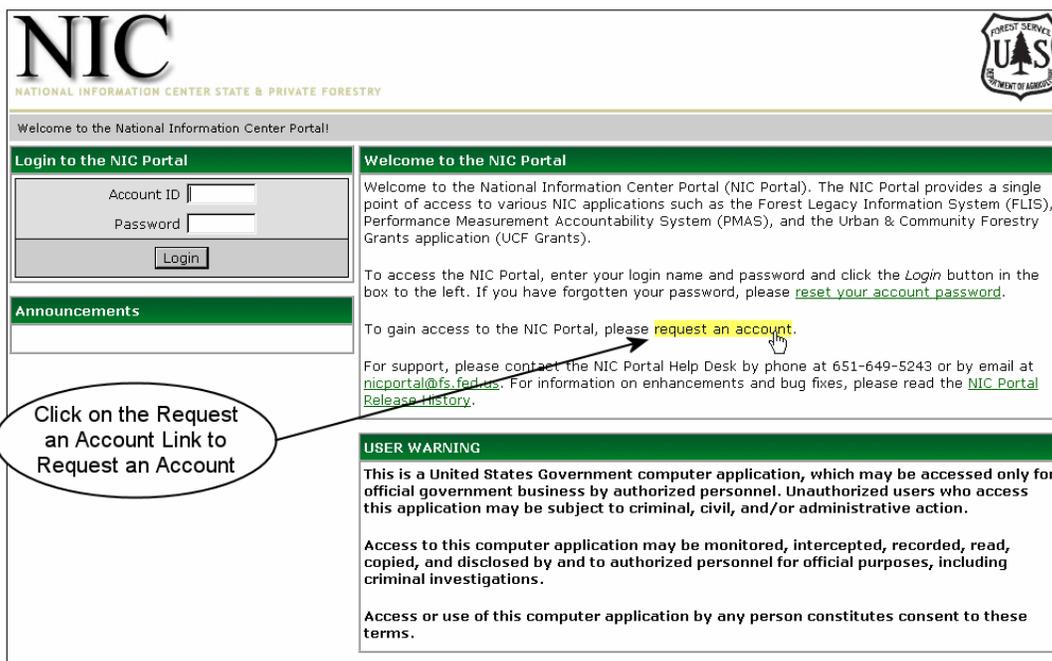


FAQ – How do I request a NIC Portal account?

NIC Portal account requests must be made on-line. To request an account complete the following:

Step 1: Go to the following web address: <http://spfnic.fs.fed.us/nicportal>. The NIC Portal login page (Figure 1) will be displayed.



Welcome to the National Information Center Portal!

Login to the NIC Portal

Account ID

Password

Login

Announcements

Welcome to the NIC Portal

Welcome to the National Information Center Portal (NIC Portal). The NIC Portal provides a single point of access to various NIC applications such as the Forest Legacy Information System (FLIS), Performance Measurement Accountability System (PMAS), and the Urban & Community Forestry Grants application (UCF Grants).

To access the NIC Portal, enter your login name and password and click the *Login* button in the box to the left. If you have forgotten your password, please [reset your account password](#).

To gain access to the NIC Portal, please [request an account](#).

For support, please contact the NIC Portal Help Desk by phone at 651-649-5243 or by email at nicportal@fs.fed.us. For information on enhancements and bug fixes, please read the [NIC Portal Release History](#).

USER WARNING

This is a United States Government computer application, which may be accessed only for official government business by authorized personnel. Unauthorized users who access this application may be subject to criminal, civil, and/or administrative action.

Access to this computer application may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations.

Access or use of this computer application by any person constitutes consent to these terms.

Click on the Request an Account Link to Request an Account

Figure 1. Click on the "request an account" link to create a new user account.

Step 2: Click on the "request an account" link. The Create Account, Step 1 form will be displayed (Figure 2).

Step 3: Enter your contact information in the top portion of the form. Required fields are identified with a red asterisk (*). Please use your "official" or work e-mail address.

Step 4: Identify the application or applications you need access to by selecting the "user type" in the drop down menu to the right of the application name. In some cases you will be asked if you will be doing data entry (i.e. edit vs. read-only access). Answer no if you only need read-only access.

Figure 2. Create Account - Step 1 of 3.

Note: Answer “N/A” to NIC Administrator Role unless you have specifically been identified as a person who has the responsibility to administer NIC Portal user accounts. This responsibility requires additional training.

Step 5: Click the Next button.

Skip to Step 9 if you need only need “National” access.

Step 6: The system will display the Create Account, Step 2 form (Figure 3).

Figure 3. Create Account - Step 2 of 3.

Step 7: Select your organization from the drop down menu under each application that you have requested access to. Please contact the NIC Help Desk, if the name of your organization does not appear within the drop down menu.

Step 8: Click the next button.

Step 9: Please review the account request information displayed. If needed, click the back button to return to the Create Account forms and correct any mistakes. If the information is correct, click the Next button.

This completes your account request. The system will display an acknowledgement form that confirms your request was received (Figure 4).

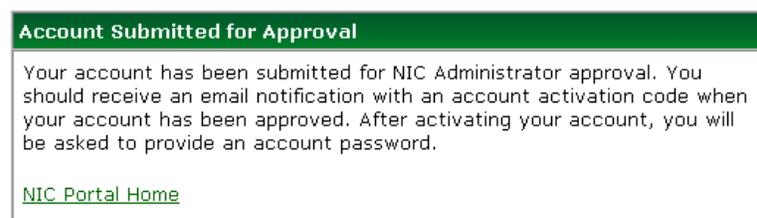


Figure 4. Account request acknowledgement.

Note: Please note that account approval requires administrator action. For complex requests this may take several days to confirm. Please be patient. If you have questions please contact the NIC Help Desk.