rageı

Date: 08/27/2025 Version 7.0

Requesting a User

To request a User

- A user is requested as part of an attempt to link a FAMAuth account. See the Quick Reference Card "Linking a FAMAuth Account to a User" for more info.
- When attempting to link, if you don't have a user, follow the prompts and indicate you need to request access.
- In the Enter User Information section on the Request access screen, complete the following information about your request, and then click the Next button.

First Name*

- Agency*

- Middle

- Office Number*

Last Name*

- Mobile

Job Title

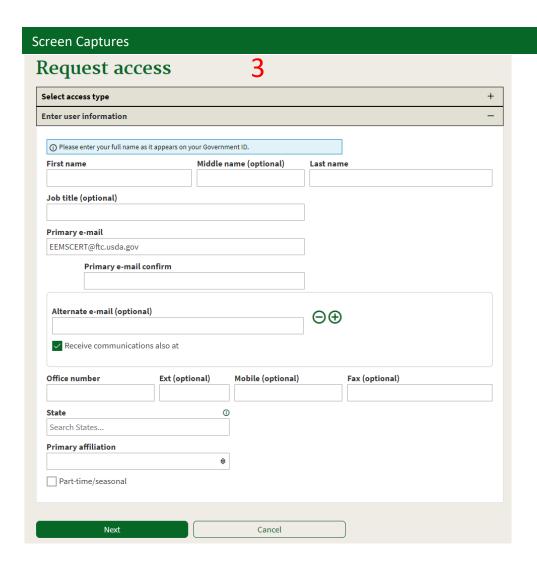
- Fax

- State*

- Primary Affiliation*

Organizational Unit*Alternate E-mail(s)

- Primary E-mail*

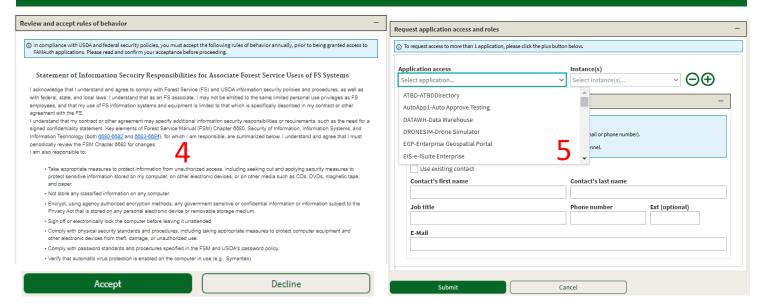


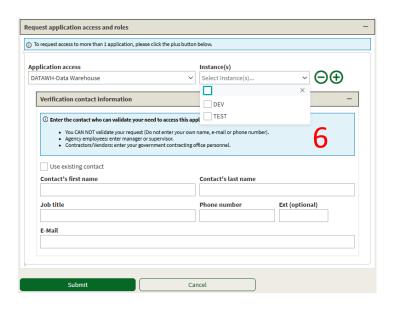
IIA Help Desk: 866-224-7677 https://iiahelpdesk.nwcg.gov/

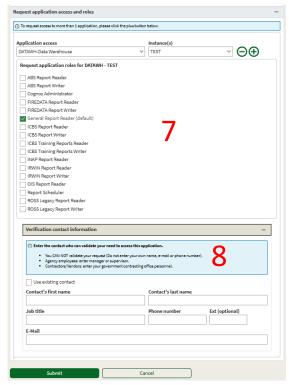
To request a User - continued

- 4. Review and accept the Rules of Behavior
- In the Request application access and roles section, click the Application access drop-down arrow, and then click the Application of your choice.
- 6. Click the **Instance** drop-down arrow, click the **Instance(s)** check box(es) of your choice.
- If the selected application's roles are available for assignment, click the **Application Role(s)** check box(es) of your choice.
- 8. Complete the following contact information for the manager or supervisor who will verify your request, and then click the **Submit** button.
 - Contact's First Name*
- *ماtit ـ
- Contact's Last Name*
- E-mail*
- Phone Number*

Screen Captures

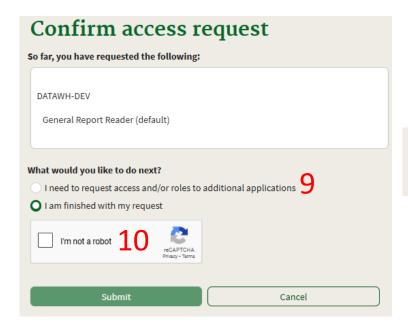






To request a User - continued

- Selecting I need to request access and/or roles to additional applications allows the user to go back to the previous step in the flow.
- 10. Selecting I am finished with my request presents the I'm not a robot check and allows the user to Submit the request.
- 11. Once the request has been submitted, the user will receive a message indicating an email will be sent when the application access request(s) has been processed.



✓ Your application access request(s) have been submitted. You will receive an email when your application access request(s) is processed.

⚠ For increased security, please close your browser window.