



Incident Qualifications and Certification System User Account Sheet

Request Type: New User Account Change To Existing Account
User ID:

Personal Information

Legal Name:			
Work Location:			
Email Address:		Phone Number:	
IQCS Empl ID:		Agency Org Code:	

Supervisor Information

Approval:	<p>I have my supervisors' approval for this request.</p> <p>By checking the box you are stating that you have discussed this request with your supervisor and have their approval</p>
Legal Name:	
Position/Title:	
Email Address:	

Users Roles

Identify a role and the action requested. View the IQCS [role matrix](#) to help identify the needed role(s).

Role	Add	Remove	Role	Add	Remove	Role	Add	Remove
Account Manager			Supervisor			Training Officer		
Certifying Official			Group Leader			Training Coordinator		
FMO/AFMO			Document Upload			Nomination Coordinator		

Note: Access to the IFMP pages is included with the roles: Account Manager, FMO/AFMO, Certifying Official, Supervisor and Group Leader.

IQCS Training

Training certificates for any roles being added are required to be included with request. All IQCS user role training can be found at [NWCG Training Online Courses](#).

Organization Code Access

Identify the organization codes and the action requested. Access to another agency, other than your own, will require additional authorization from that agency per their authorization process.

Link to agency [Organization Codes](#)

Org Code	Add	Remove	Include Lower Levels	Org Code	Add	Remove	Include Lower Levels	Org Code	Add	Remove	Include Lower Levels

Is this a detail?

Retain Roles during detail:

Begin Date:

End Date:

Retain Org access during detail?

Comments