Overview

Go to https://ndepifs.ndep.nv.gov/ to get started. Access is granted by the Nevada Department of Conservation and Natural Resources for official use only. It is important to maintain current and active anti-virus, spyware, and malware systems while using the system.

Process

Important notes:

Log out of the system when not in use or leaving your workspace.

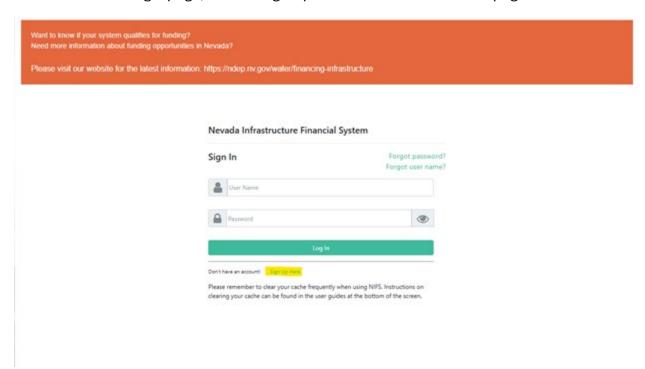
Do not share your passwords. This could result in termination of access.

Clear your browser cache often.

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To login for the first time:

1. From the Login page, select "Sign Up Here" in the middle of the page



2. This screen allows you to sign up in the system as a user. Please fill out all fields and select the box that you agree to the password policy.

eate Account		
First Name		
Last Name		
Email Address		
Title		
Phone		
User Name		* User Name invalid. Please choose another.
Password		Password length must be at least 8 characters Password must contain at least one (1) number and (1) special character
Confirm Password		- a security and a security and the fill institutes and fill absence compared.
100		
ssword Policy I agree that I will not disclose or loan these credentials to	any other person, to change any password in	nmediately if it has been disclosed (or suspected to have
en disclosed) to another party		
I understand that if I share these credentials with any oth NDEP	r person, that my account may be disabled	
I agree to follow general practice internet security protocore details).	ols while using NIFS. (See User Guides under I	log in for
Must be 8 characters long Must include at least one (1) number and (1) special cha May not contain repetitive or sequential characters (e.g.		
 May not contain context specific words such as name of 	the service, the user's first or last name, the	username and derivatives thereof

3. Select Submit at the bottom of the page.

- May not contain repetitive or sequential characters (e.g. 'aaaa', '1254', 'abcd')
- . May not contain context specific words such as name of the service, the user's first or last name, the username and derivatives thereof

NOTE: We encourage the use of passphrases. A passphrase is a series of words or other text strung together that hold meaning to the user but not to anyone else. When combined with the rules for complex passwords they can be very secure (Ex: MyBlu3NiS\$@n, OurD0gM@x)

Password Maintenace

- Passwords will need to be updated every 90 days. A notification will be provided within the system beginning 10 days prior to password expiration.
- Passwords cannot be re-used or rotated within ten previous password changes
- All accounts shall be locked out on the third-consecutive unsuccessful logon attempt. The system may release a locked-out account after 30 minutes has elasped. Additionally, an authorized system administrator can unlock accounts prior to 30 minute time period expiration upon request.



4. In the Action Required box at the bottom, there is a Click here to proceed with the Entity Registration Process. If your entity is already registered you may skip this step.

- 5. Fill in all the information related to the entity you are registering.
- 6. Once you select "Save and Finish" your contact information and entity information will be evaluated by staff. You will be notified when your contact and entity has been accepted.
- 7. Notify staff that you have created an account. Click on "Contact Us" in the bottom right of the screen. Once you navigate select the program you are registering for and send a message.

