

To install the NFIRS software on your computer

Go to WWW.NFIRS.FEMA.GOV

Click on User Section in the navigation bar.

Click on User Home in the blue box (upper left corner) to get to the User Login Page.

Log in with your credentials

Agree to the Federal System warning

Once the new page loads in the blue box (upper left corner) click on Download Software

Once the new page loads click on the NFIRS 5.0 version 5.9.4 executable link. (Single File 20 MB)

Once the new page loads Right Click on the Download Now link and choose Save Target As or Save Link As.

Save the executable to your desktop.

Once the download ends double click on the executable icon and install the software utilizing all of the default settings.

Windows XP users should download and install the software using all of the default settings, performing a typical install. (NOTE: You must be logged into your PC as an Administrator to install NFIRS)

Windows Vista users should download and install the software using all of the default settings, performing a typical install, then follow the steps below to change the settings on the cache and logs folders. (NOTE: You must be logged into your PC as an Administrator to install NFIRS)

Windows 7 & 8 users should download and install the software using all of the default settings, (NOTE: You must be logged into your PC as an Administrator to install NFIRS) performing a typical install then follow these steps as the NFIRS software will not run in the standard configuration of Windows 7 or Windows 8. To change these settings:

Windows 7

Click on your Start Button

Click on computer control panel

Click on system & security

Click on system

Click advanced systems settings

Click system performance OR performance settings

Click "adjust for best performance"

Click apply

Close the control panel

Windows 8

Click on your Start Button

Click on all apps

Click on control panel

Click on system & security

Click on system

Click advanced systems settings

Click system performance OR performance settings

Click "adjust for best performance"

Click apply

Close the control panel

NOTE: This will set your computer to run at best performance for ALL programs being used. If you are a "power user" and run multiple programs at the same time on a laptop while on battery power you will most likely see a drop in battery time.

When installing on Windows 7, Windows 8 and Windows Vista machines the current version of NFIRS also installs two folders as read only instead of full control, which prohibits the software

from running. The following instructions will walk you through the steps to change these settings.

Changing the NFIRS Software Read Only Permissions to Full Control on Windows Vista, 7 & 8 Computers

Make all changes to the computer outlined in the email first, then:

Click on Start

Click on Computer (Win 7 & Windows Vista) **OR** Libraries (Win 8)

Double Click on your C Drive (C:)

Double Click on Program Files(x86) for Windows 7 & 8 **OR** Program Files For Windows Vista.

Double Click on NFIRSV594

Right click on the CACHE folder and select the properties option.

Click on the tab labeled Security.

Find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it.

Click on edit button.

On this "permissions screen" find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it. (Please note though the step is similar to the one before, it is a different screen)

On the permissions area make sure Full Control is checked under the allow column.

Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV594 directory.

Right click on the LOGS folder and select the properties option.

Click on the tab labeled Security.

Find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it.

Click on edit button.

On this "permissions screen" find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it. (Please note though the step is similar to the one before, it is a different screen)

On the permissions area make sure Full Control is checked under the allow column.

Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV594 directory.

Close all of the open windows.

Start the NFIRS Software.

Windows Vista and 7 users should click on the Start Button and then All Programs and then NFIRSV594. Click on the DET Icon and start the software.

Windows 8 users should go to the Windows 8 "Start" screen and RIGHT CLICK on the start screen and select All Apps. Search for NFIRS in the list and click on the DET Icon to start the software. You can also "Pin" the DET Icon to the Start Screen.

You should see a quick black flash and then the log in screen should appear. If the log in screen does not appear then one of the permissions you changed did not take effect. Go through the steps again ensuring that all of the proper permissions have been saved.

NFIRS User Account Reset

NFIRS accounts go inactive every 45 days and users can get locked out if they mistype or forget their password. If you need your account reset, please either email Cheryl Karnowski at cheryl.karnowski@doi.idaho.gov, or contact her by phone at (208) 334-4373.

NFIRS PASSWORD RULES

NFIRS software Release 5 contained an enhancement to passwords on the NFIRS System. Passwords must now contain a special character, 'welcome1' is no longer valid but 'welcome1!' is a valid password.

If you change a password and forget to include the special character when you click OK on the Change Password dialog box the message: "Password Changed Successfully" will appear, however when you click Save on the User Maintenance screen the system will display the message: "Attempt To Save User Changes Failed." To correct that, reopen the Change Password dialog box and reenter the desired password including a special character such as: ~ ! \$ % ^ * () - _ + = [] ; : . / <

For further assistance you can contact your state program manager for NFIRS (a list of state contacts can be found on the USFA web page: www.usfa.dhs.gov/poc/) **OR** you may contact the NFIRS Support Center between the hours of 8:00 AM Eastern and 4:30 PM Eastern, Monday through Friday at 888-382-3827 or fema-nfirshelp@fema.dhs.gov