

Western Area Power Administration
On-line Integrated Resource Plan (IRP)
Reporting Account Registration & Account
Management Instructions

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General Information

IRP user identification and authentication is maintained in an Active Directory server. The user interface for IRP works with this server to allow you to log in, reset your password, or change your password as needed.

Even though the login pages might look slightly different, there is only one user name and password for all IRP applications. Changing your IRP Submit password will change your IRP Main password, and vice versa.

Registration

1. In your browser, go to <https://apps.wapa.gov/IRP/IRPMain/>.
2. Click on Register.



3. This will take you to the IRP new user registration page.

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IRP REGISTER IRP SUBMIT SIGN IN

IRP Registration

First Name*

Last Name*

Email Address*
This will be your IRP Login ID and must be a valid email address.

Work Phone Number*

Region and Customer Selection:

1. Select your region from the drop-down list.
2. Drag the customers you're responsible for from the Customers list to the Selected Customers list.

Region*

Customers Selected Customers*

Rules Of Behavior and Acceptable Use Policies (Acceptance Required)

Accounts are to be used only for the purpose for which they are authorized and are not to be used for non-related activities. Unauthorized use of an issued account and/or computing resource is in violation of Section 799, Title 18, U.S. Code, and constitutes theft and is punishable by law. Therefore, unauthorized use of the computing resource may constitute grounds for disciplinary action, and/or civil or criminal prosecution.

1. Generally, the WESTERN computing resources are unclassified systems. Therefore, classified information may not be processed, entered, or stored on these computing resources. Information is considered "classified" if it is Top Secret, Secret, and/or confidential information, which requires safeguarding in the interest of National Security, as defined by Federal Authorities.
2. Users are responsible for protecting any information used from and/or stored from usage of their account.
3. Users are requested to report any weaknesses in security or any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the WESTERN Corporate Services Office Cyber Security Officer.
4. Users shall not attempt to access any data or programs contained on any system for which they do not have authorization or explicit consent of the owner of the system. Users may use programs on a limited basis for personal use as approved in DOE Order 203.1, "Limited Personal Use of Government Office Equipment Including Information Technology."
5. Users shall not divulge their password to anyone, except as may be required in emergency situations to provide for the continued operation of the WESTERN system. Users are requested to report all incidents or attempts of anyone to gain access to their login or password to the proper authorities by contacting their supervisor and/or the Cyber

I have read and understand the rules of behavior and acceptable use policy and agree to abide by them.

4. Fill in the fields for first name, last name, email, and phone number.
- a. These fields are all required
 - b. The email address will be checked against existing AD accounts and any other user requests. **Duplicates are not allowed.**
5. Click on the Select Region drop down and select the region you will be reporting for.

Region*

- Select Region...
- Colorado River Storage Project
- Corporate Services Office
- Desert Southwest Region
- Rocky Mountain Region
- Sierra Nevada Region
- Upper Great Plains Region
- Unknown region

6. Once you've selected a region, the list of customers for that region will populate.

Rocky Mountain Region

Customers	Selected Customers*
City of Beaver City	
City of Breda	
Municipal Energy	
Agency of Nebraska	
Northern CO Water	
Conservancy Dist	
Norton	

7. Select each of the companies you'll be reporting for and drag them to the Selected Customers box.

Rocky Mountain Region

Customers	Selected Customers*
City of Beaver City	
City of Breda	
Municipal Energy	
Agency of Nebraska	
Northern CO Water	
Conservancy Dist	
Norton	

8. Next, carefully read the Rules of Behavior and Acceptable Use Policies.

9. Check the rules agreement box, then click the Submit button.

Rules Of Behavior and Acceptable Use Policies (Acceptance Required)

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I have read and understand the rules of behavior and acceptable use policy and agree to abide by them.

SUBMIT

Click the agreement checkbox to continue with your registration

Click on submit to send your registration information for approval

10. When you click Submit, your registration information will be sent to WAPA for approval. You will receive an email to tell you when your application has been approved.

Sign In

11. In your browser, go to <https://apps.wapa.gov/IRP/IRPMain/>.
12. Click on Sign In. If you need to work on an IRP submission, click User Reports.



13. This will take you to the IRP Sign In page. From here you can sign in or reset your password.



Sign In

Username

Password

[Click here to reset your password](#)

Can't Remember your password? You can [reset it](#).

14. Fill in your user name and password and click the Sign In button. You will return to the IRP main page (or IRP Submit) where you can continue working.
15. Once you are signed in, your name will appear at the right side of the menu bar. Clicking your name will drop down a list of options:



- a. **User Self-Service** will display your user information and allow you to change it.
 - b. **Change Password** takes you to the page where you can create a new password.
 - c. **Sign Off** logs you out of the IRP applications.
16. The other menu items are:
- a. **IRP** – Clicking this will take you to the Home page.
 - b. **User Reports** – This sends you to the IRP user report submission application. Note that you will have to sign into this application as well.
 - c. **Admin Reports** – This sends you to the internal WAPA IRP Administration page. Note that you must have the IRP Admin role to see this item. You must be connected to the internal WAPA network (in a WAPA office or via VPN) to access the Admin application.
 - d. **New User Requests** – Sends you to a page where you can approve new user requests for your region. Note that you must have the IRP Admin role to see this item.

Note: As noted above, some menu options are dependent on your IRP role. You may not see all menu items.

Password Reset

1. In your browser, go to <https://apps.wapa.gov/IRP/IRPMain/>.
2. Click on Sign In.



3. This will take you to the IRP Sign In page. From here you can reset your password.



Sign In

Username

Password

[SIGN IN](#)

Click here to reset your password

Can't Remember your password? You can [reset it](#).

4. Click the reset link. This will take you to the password reset page.



Reset Password

Username

[RESET NOW](#)

5. Fill in your user name and click the Reset Now button. This will reset your password to a new, system generated password.

- You will receive an email from IRP with instructions and the new password. Follow the link in the email to complete the password change. This link will take you to the page to change a reset password:



Change Reset Password

User Name from our email	<input type="text"/>
Paste password from our email	<input type="text"/>
New Password	<input type="text"/>
Repeat New Password	<input type="text"/>

CHANGE PASSWORD

Password Requirements:

- At least 16 characters
- At least 1 number (0-9)
- Mix of upper and lower case letters
- At least 1 symbol(^ % & @ * #)
- No spaces

- Enter your user name in the User Name field.
- Copy the system generated password from the email and paste it in the Paste password... field.
- Enter your new password in the next field and repeat it in the last field.
- Click the Change Password button. This will change your password and return you to the IRP main page. You can now log in to an IRP application with the new password you just created.

Change Password

You can change your password for the IRP applications from the IRP main page once you have signed in.

1. Sign in to IRP, then click on your user name at the right side of the application. The user menu will drop down.



2. Click on Change Password to go to the Change Password page.



Change Password

User Name	<input type="text"/>
Current Password	<input type="password"/>
New Password	<input type="password"/>
Repeat New Password	<input type="password"/>

CHANGE PASSWORD

Password Requirements:

- At least 16 characters
- At least 1 number (0-9)
- Mix of upper and lower case letters
- At least 1 symbol(^ % & @ * #)
- No spaces

3. Enter your user name in the User Name field.
4. Enter your password Current Password field.
5. Enter your new password in the New Password field and repeat it in the last field.
6. Click the Change Password button. This will change your password and return you to the IRP main page. You can now log in to an IRP application with the new password you just created.

Self-Service Account Management

Users can edit portions of their information and generate requests to update the companies they are responsible for. Follow these directions to make these changes.

1. In your browser, go to <https://apps.wapa.gov/IRP/IRPMain/>.
2. Click on Sign In and enter your user name and password.
3. At the IRP Main screen, click on your name to drop down the user menu.



4. Click on User Self-service.

5. You will see the IRP Self-Service screen.

Western Area Power Administration

IRP USER REPORTS USER: FRED TESTER -

IRP Self-Service

First Name test

Last Name*

User Id hampson@wapa.gov

Notification Email Address hampson@wapa.gov

Phone Number*

Region Rocky Mountain Region

Customers	Selected Customers
City of Breda	City of Beaver City
Northern CO Water Conservancy Dist	Municipal Energy Agency of Nebraska
Oberlin	Norton
Platte River Power Authority	Osborne
Prairie Band	

You are approved for the following customers:
[None](#)

You have been denied access to the following customers:
[None](#)

[SUBMIT](#)

Using this screen you can change your last name or phone number and add to the list of Customers you are responsible for. Any other changes must be coordinated with your WAPA IRP representative.

6. Make any required changes and click the Submit button. Note that Customer additions must be approved by your WAPA IRP representative.

Getting Help

If you have questions or require assistance, contact your Energy Services representative.