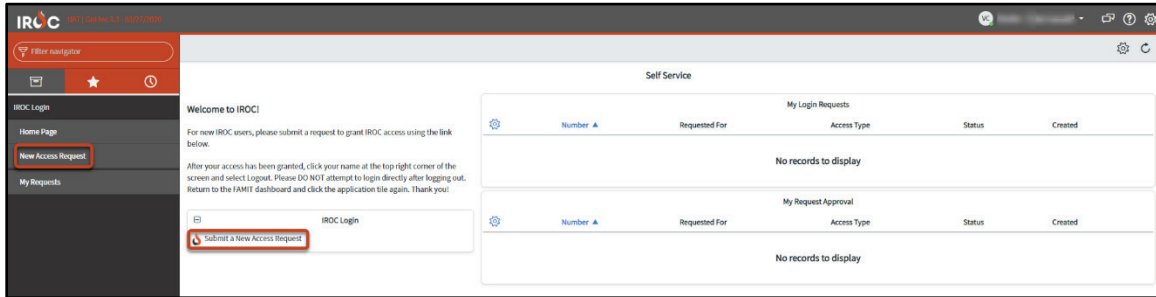


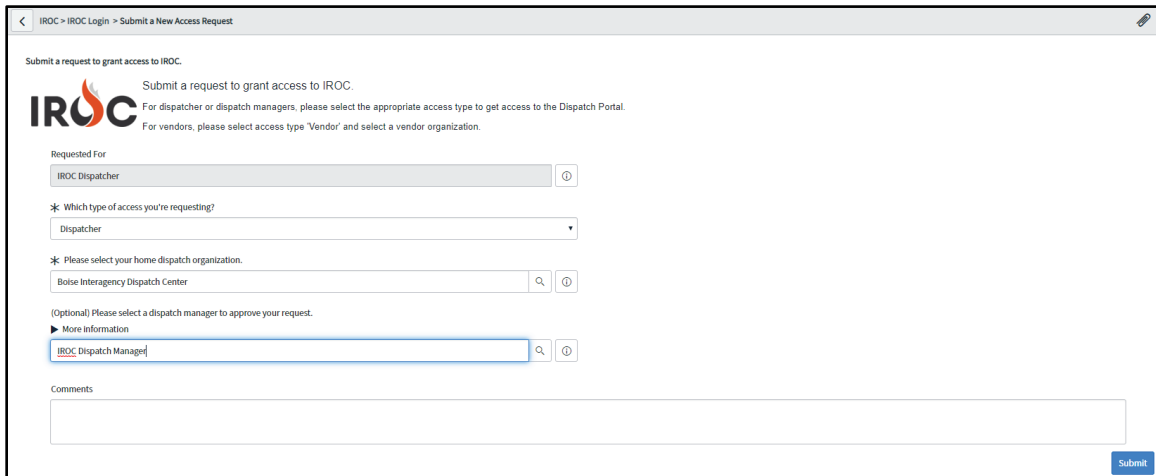
Organization Access for Dispatchers

As a dispatcher, you can log into IROC to request access to a dispatch organization.

- 1 Log in to IROC. (For information on logging in to IROC, please refer to the *Accessing IROC* Quick Reference.)
- 2 IROC presents the Self Service screen in the IROC Data Management Tool (DMT).



- 3 Click either **Submit a New Access Request** in the IROC Login box in the Self Service screen or the **New Access Request** module in the IROC Login application in the Application Navigator on the left to open the New Access Request screen.



- a Your name autopopulates the **Requested For** field.
 - b Choose **Dispatcher** from the drop-down to indicate which type of access you're requesting.
 - c In the **Home Dispatch Organization** field, perform a type-ahead search or click on the **Search** icon to find your home dispatch.
 - d *Optional:* Choosing a dispatch manager from the **More Information** field allows IROC to send a request directly to a dispatch manager for approval. If this field is left blank, the request will be sent to the IROC administrator for approval.
 - e *Optional:* Type any comments or questions directly in the **Comments** field.
 - f Click **Submit** to submit your request and return to the Self Service screen.
- 4 In the My Login Requests pane, you can monitor the status of your request. You will also receive an email notifying you that your request has been submitted. (The email will be sent to the address associated with your NAP account.)

My Login Requests

All > Requested For is IROC Dispatcher

	Number ▲	Requested For	Access Type	Status	Created
☐	IRQ0001010	IROC Dispatcher	Dispatcher	Approved	03-31-2020 13:49:12
☐	IRQ0001011	IROC Dispatcher	Dispatcher	New	03-31-2020 14:02:43

Actions on selected rows...

1 to 2 of 2

Note: If your status is pending, the **Status** column will show New. The other two statuses are Approved and Rejected.

- a *Optional:* Click on the **Information** icon to the left of your request number and click **Open Record** in the Request preview screen to view the details related to your request.

lication tile again. Thank you!

☐ [IRQ0001011](#) [IROC Dispatcher](#)

Request [Open Record](#)

Number	IRQ0001011	Status	New
Requested For	IROC Dispatcher	Access Type *	Dispatcher
Vendor Organization		Approved By	
Dispatch Organization	Boise Interagency Dispatch C	Active	☒
Dispatch Manager	IROC Dispatch Manager		

- 5 Once approved, your status will change to Approved on the My Login Requests pane, and you will receive an email indicating that your request has been approved.
- 6 After receiving approval, log out of IROC and log back in via FamAuth. You will now see the Dispatch Portal module in the IROC Portal application in the Application Navigator. Click on this to navigate to the IROC Portal, where you can manage requests, recourses, and incidents for your dispatch center.

