



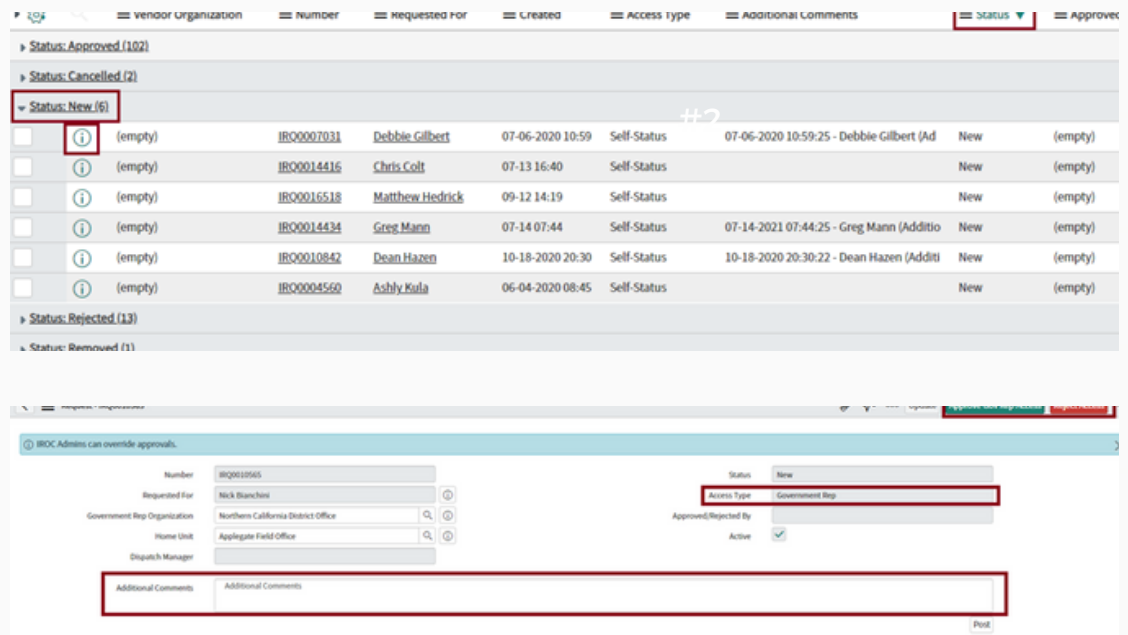
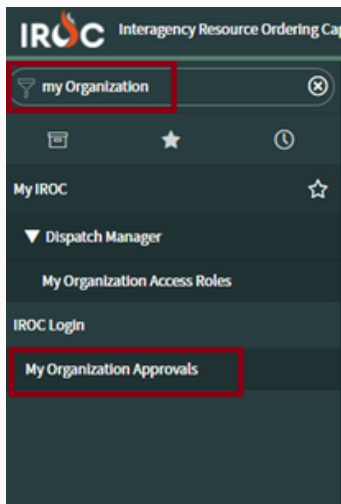
# TIP SHEET

## Approving/Rejecting IROC User Roles

In DMT, people with Dispatch Manager Access can approve most types of access requests. If the person putting in for an IROC role puts in a Dispatch Manager name, that individual will get an email to remind them to go in and process the request. However, if the Dispatch Manager field is left blank, the request will be in queue in IROC until someone manually goes in to check.

In DMT go to the My Organization Approvals. This screen will have access requests that have come in for resources in your center. You will want to look at the ones that have a Status of New. If you click on the Status column controls button (hamburger ) you can choose group by status and then look at only the new requests.

Click on the information icon of the request and then Open Record to manage the request. If a user has requested the correct access you can click the approve button. If they have not requested the correct access or you don't believe they need that access, use the Additional Comments section to let them know why you are rejecting the request and then click the Reject Request button.



\*Note – Vendor Web Status and E-Isuite access are handled by a SME for that application \*

To sign up for IROC User Notices go to the following link:  
<https://tinyurl.com/599tp6pf>

IIA Help Desk  
 Toll-Free: (866)224-7677  
 Local:  
 (616)323-1667  
<https://iaahelpdesk.nwccg.gov>