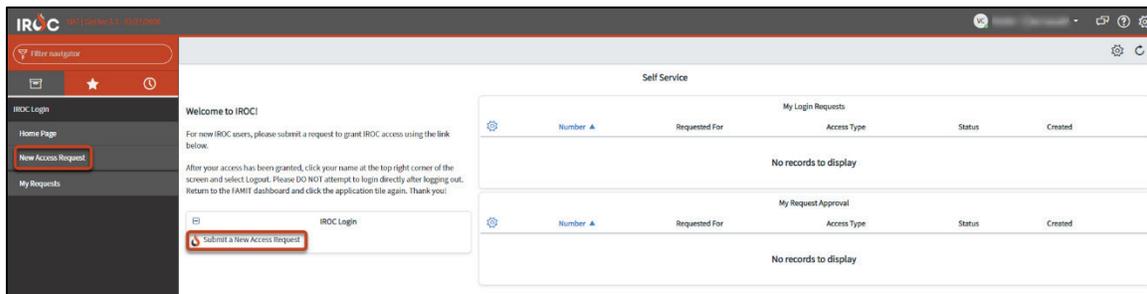


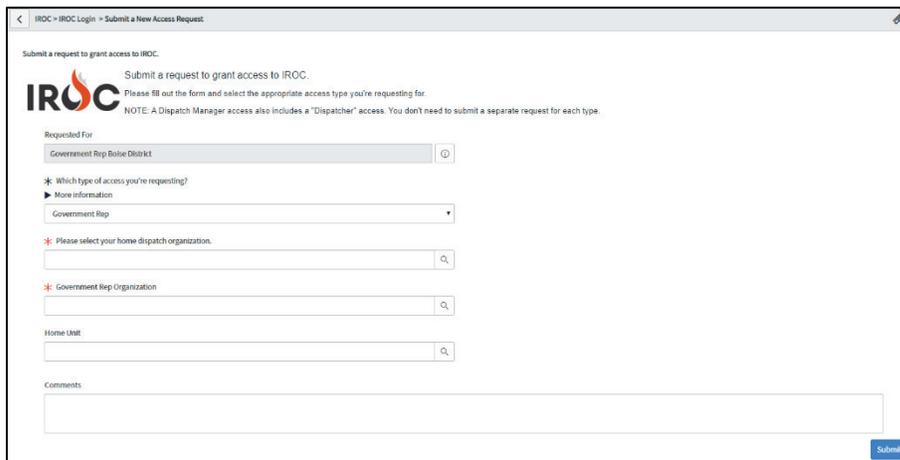
Requesting Web Status Access: Government Representative

As a government representative, you can log into IROC to set your status. To do so, you must first request access. (See *Setting Web Status: Government Representative* quick reference for more information on setting your status.)

- 1 Log in to IROC. (See the *Accessing IROC* quick reference for more information on logging in.)
Upon logging in, IROC presents the Self Service screen in the IROC Data Management Tool (DMT).
- 2 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).



- 3 Fill out the form on the New Access Request screen.



- a Your login account auto-populates the **Requested For** field.
- b Choose **Government Rep** from the drop-down to indicate which type of access you're requesting.
- c Select the **Home Dispatch Organization*** and the **Government Rep Organization***.
- d *Optional:* Choose a **Home Unit**.
- 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.

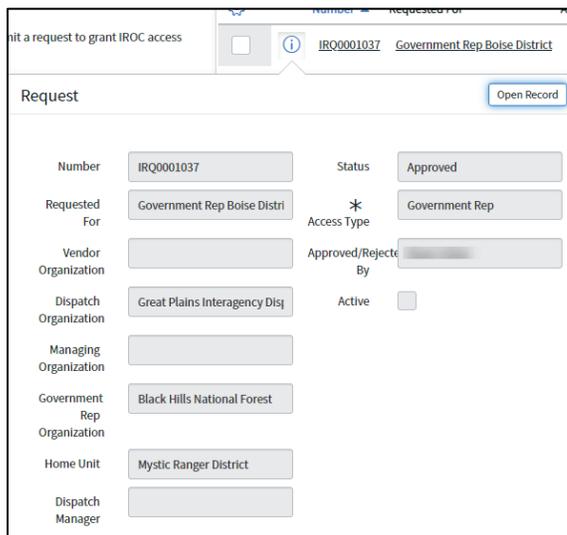
- 4 Monitor your request in the My Login Requests pane on the Self Service screen.
You will also receive an email at the address associated with your NAP account, notifying you that your request has been submitted.



	Number	Requested For	Access Type	Status	Dispatch Organization	Vendor Organization	Created
<input type="checkbox"/>	IRQ0001037	Government Rep Boise District	Government Rep	Approved	Great Plains Interagency Dispatch Center	(empty)	05-12-2020 19:28:31

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

- *Optional:* Click 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.



Request

Number: IRQ0001037 Status: Approved

Requested For: Government Rep Boise Distri Access Type: Government Rep

Vendor Organization: [Redacted] Approved/Rejected By: [Redacted]

Dispatch Organization: Great Plains Interagency Disj Active:

Managing Organization: [Redacted]

Government Rep Organization: Black Hills National Forest

Home Unit: Mystic Ranger District

Dispatch Manager: [Redacted]

[Open Record](#)

- 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 your approval, log out of IROC and log back in via FamAuth to access the **Web Status Resource Manager** module in the Application Navigator.