

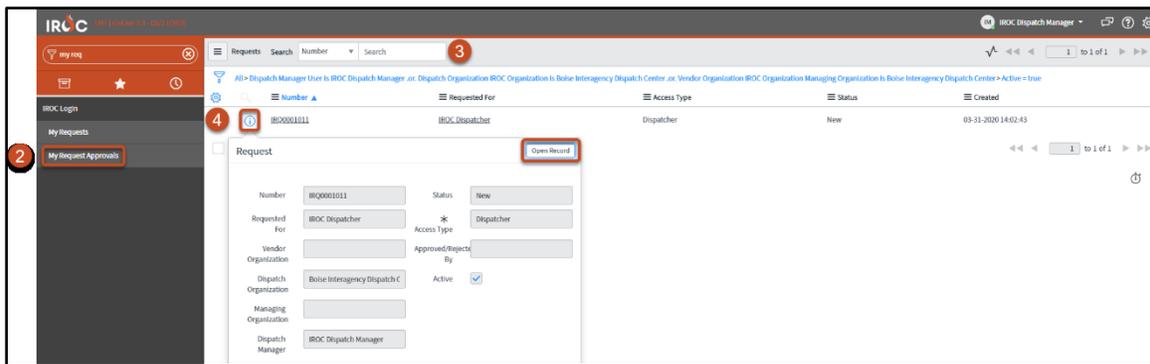
Granting Access to Vendors and Dispatchers

As a dispatch manager or IROC administrator, you can log into IROC to view and approve access requests from dispatchers and web status access requests from vendors within your managing organization.

- 1 Log in to IROC and navigate to the Data Management Tool (DMT).

Notes:

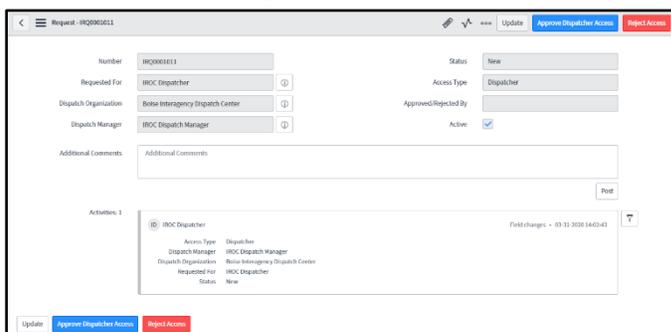
- If you receive an email from IROC alerting you to the request, click on the link in the email to go directly to the Request screen (skip to Step 5).
- You must be authenticated by FAMAAuth before you can grant access.



- 2 Start typing My Requests in the Filter Navigator and click on My Request Approvals in the IROC Login application.

Note: Be sure to select the My Request Approvals module in the IROC Login application (as shown here), as opposed to one of the My Request modules in the My IROC application.

- 3 Use any of the filter or search options available in DMT to find the relevant record in the Requests screen.
- 4 Click the Information icon for the record you want to work with; then click Open Record in the Request preview screen.
- 5 In the Request screen, you can approve or reject the request for access.



- a If all information in the request is accurate, click the Approve Access action button. (This button is different depending on whether you are granting organization access to a dispatcher or web status access to a vendor.)
 - b If there is an error in the request (e.g., the dispatcher requested access to the wrong dispatch center), note the reason for the rejection in the Additional Comments field and click Reject Access.
- 6 An email will be sent to the requesting dispatcher or vendor, alerting them to the action taken on their request, and the status for the request will appear in the My Request Approvals screen.