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.)
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.

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.