

# **Accessing IROC**

This document discusses the steps for getting access to IROC.

#### **Five Steps to Getting IROC Access**

- 1 Authenticate Authenticate to the FAMIT Dashboard (<u>https://iwfirp.nwcg.gov/#dashboard</u>) using either eAuth or Login.gov depending on which one you have. If you have both, use eAuth.
- 2 Select IROC Select IROC from the FAMIT Dashboard of available applications.
- **3 Request a NAP** If you don't have an existing NAP account, you'll need to request one at this point. If you already have a NAP account, you'll skip this step.
- 4 Request Access If you don't have an existing IROC account, you'll need to request one at this point. If you already have an IROC account, you'll skip this step
- 5 Access IROC When you get to this step, you'll be logged into IROC directly. If you don't see the IROC portal, you'll need to request that your Dispatch Manager grant you the appropriate access.

## **1 Authenticating into the FAMIT Dashboard**

FAMAuth is an authentication portal for Fire and Aviation Applications. IROC will be using FAMAuth to authenticate users when logging in. There are two paths of authentication: e-Authentication (eAuth) and Login.gov. The URL for the FAMAuth dashboard is <u>https://iwfirp.nwcg.gov/#dashboard</u>.



- If you have a federated PIV card (Lincpass), you will use the eAuth method.
- If you do not have a PIV card, you will use Login.gov.
- If you have both an eAuth account and a Login.gov account, you should use eAuth and your PIV card to authenticate. Even if a PIV card reader doesn't exist, you will have the ability to use your eAuth username and password to access applications.
- DOI users need to register their PIV card with ICAM. See DOI User Instructions at the end of this document



## 2 Selecting IROC from the FAMIT Dashboard

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An official website of the United States govern	nett Here's how you know 💙					
U.S. Forest Service	National Fire & Av	iation Management		E Logout		
Dashboard Notice Board						
Notice Board	FAXWEB Maintenance Notice There will be a scheduled maintenance subge to the MAINEE Applications and resister Cognics Turoday, Nevember 23x4 beginning at 2100 <u>Maintenan</u>	NAP Maintenance Notice NAP Version 1.3.11 will be displayed at 2019 starting at 0100 MD1 tosting 5 ho	IVVFIRP Release 1.0 Infy memory of July 3, Referenced on 2/21/2020 UnitsRecornsor	You are logged in as: angle hinker		
a set has		15 MA	A Martin			
-		FAMIT [	Dashboard			
Searc	h Search		Group	<b>~</b>		
IROC	Unit ID	WXx	IROC-PRACTICE			
Interagency Resource Ordening Capability Agency: 18	Unit Identifier System Agency: ELM	Weather ("Stabilized" Modale of WFMI) Agency: ULM	Interagency Resource Ordering Capability Practice Agency: rS			
Access	Access         Access         Access           Click here to view Training Applications Only         Click here to view Training Applications Only					
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- 1 After logging in, you will be presented with a tile page of available applications. Click on the IROC tile to launch the application.
- 2 The first time you click on the IROC tile, you will be asked to enter your Standard NAP Account credentials. This will link the FAMAuth account to the NAP account.

Note: If you do not have a NAP account, see <u>Requesting a NAP</u>. If you do, skip to <u>Requesting Access to IROC</u>.

#### **3 Requesting a NAP**

1 In the **Enter User Information** tab of the Request Access screen, fill in the required information (as indicated by asterisks) and click **Next**.

Request Access		
<ul> <li>Enter User Information</li> </ul>		^
First Name:*		
Middle Name:		
Last Name:*		
Job Title:		
Office Number:*	Ext:	
Mobile:	Fax:	
E-Mail:*		
Employee Type:*	Permanent/Full-Time 🗸	
	Enter all or part of your Organizational Unit name. For example: Pacific Ranger District or Pacific or Ranger District Willamette National Forest or Willamette or National Forest.	
Organizational Unit:*	Search Organizations	
Agency:	Search Agencies	
		~
		Next





## **4 Requesting Access to IROC**

- 1 In the **Request Application Access** tab of the Request Access screen, select the application and the instance. Then fill in the information for the individual who can validate your need to access IROC.
- 2 When done, click **Submit**.

equest Application	Access	
Request access to	the following application instance(s).	
Application Access:	OIS-Organization Information System	• •
Instance:*	PROD 🗸	
supervisor. Contra Contact's First	fate yourself. (Agency employees: enter manager or ctors: enter your government contracting office personnel.)	
Contact's First Name:* Contact's Last Name:*	Jate yourseli. (Agency employees: enter manager or ctors: enter your government contracting office personnel.)	
Supervisor. Contra Contact's First Name:* Contact's Last Name:* Title:*	Jate yourselt. (Agency employees: enter manager or ctors: enter your government contracting office personnel.)	
Supervisor. Contra Contact's First Name:* Contact's Last Name:* Title:* Phone Number:*	Jate yourseli. (Agency employees: enter manager or ctors: enter your government contracting office personnel.)	

## **5 Accessing IROC**

If you don't have an established role(s) in IROC, check with your dispatch manager to request access.

**Note:** If you are a dispatch manager who needs to give access to IROC for someone in your organization, see *Managing Organization Access Rules KBA*.



#### April 9, 2020

## **Overhead Self-Status**

As an overhead resource with qualifications, you can log in to IROC to set your status. You must first request self-status access. You can then set your own status, assuming you are available, unavailable, or returned from assignment.

#### Requesting Self-Status Access

- 1 Log in to IROC from the FAMIT Dashboard. (See the Accessing IROC Quick Reference.)
- 2 IROC presents the Self Service screen in the IROC Data Management Tool (DMT).

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Filter navigator									\$ \$
★				Self	Service				
IROC Login					N	ly Login Re	quests		
Home Page		<b>Ø</b>	Number 🔺	Requested For	Access Type	Status	Dispatch Organization	Vendor Organization	Created
New Access Request	Welcome to IROC! For new IROC users, please submit a request to grant IROC access using the				No	records to	display		
My Login Requests	link below.								
	After your access has been granted, click				M	y Request A	pproval		
	your name at the top right corner of the screen and select Logout. Please DO	-	Number 🔺	Requested For	Access Type	Status	Dispatch Organization	Vendor Organization	Created
	NOT attempt to login directly after logging out. Return to the FAMIT dashboard and click the application tile again. Thank you!				No	records to	odisplay		
	IROC Login     Submit a New Access Request								

**3** Click either Submit a New Access Request in the IROC Login box or the New Access Request module in the menu on the left. To open the New Access Request screen.

IROC > IROC Login > Submit a New Access Request	ħ
mit a request to grant access to IROC.	
Submit a request to grant access to IROC	
For dispatcher or dispatch managers, places select the appropriate access type to get access to the Dispatch Portal	
For vendors, nlease select access type Vendor' and select a vendor organization	
Requested For	
Jaime Does (j	
ske Which turns of accore values requesting?	
Which type of access you re requesting?  More information	
Sell-Status	
* Please select your home dispatch organization.	
Boise Interagency Dispatch Center	
Please select a dispatch manager to approve your request.	
More information	
Q	
Comments	
	Submit

- a Your login account auto-populates the Requested For field.
- b Choose Self-Status from the drop-down to indicate which type of access you're requesting.



- c Select your Home Dispatch Organization by choosing from the drop-down or clicking the Search icon.
- d *Optional:* Choose a dispatch manager from the More Information field. If you leave this blank, your request will be sent to the IROC administrator for approval. Selecting a dispatch manager sends an email directly to your manager 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.
- 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.
  - 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.

se submit a request to ow.	o grant IROC	IRQ0001023	Jaime Does	Self-Status
Request				Open Record
Number	IRQ0001023	Status	Approved	
Requested For	Jaime Does	* Access Type	Self-Status	
Vendor Organization		Approved/Reject By	Tara Joffe	
Dispatch Organization	Boise Interagency Dispatch C	Active		
Dispatch Manager	Tara Joffe			

6 After receiving your approval, log out of IROC and log back in via the FAMIT dashboard. You will now see the Web Status Self Service module in the Application Navigator (see <u>Using Web Status Self Service</u> for more information).



#### Using Web Status Self Service

1 Click on Web Status Self Service in the Application Navigator on the left side of the screen.

Filter navigator					
9	*	©			
IROC Login					
Home Page	Home Page				
New Access R	equest	☆			
My Login Requests					
Web Status					
Web Status Self Service					

Tip: If you do not see this module, start typing "web status self service" in the Filter Navigator.

2 IROC opens the Web Status page.

💄 Jaime Does	
Resource Status Available	Available Area Local
Set Resource Status Available	
Primary Phone 2055551212	
Email jaimedoes@email.com	
Resource Unavailability Period New	
No records in Resource Unavailable using that filter	

**3** To set your status, click on the text beneath the Set Resource Status head and choose Available, Unavailable, or Returned from Assignment. When done, click Save.

Click here.	Set Resource Status Available ce Status
Available	•
	Cancel Save

Note: You can only self-status if you are available, unavailable, or returned from assignment.

4 To set your available area, click on the text beneath the Available Area head and choose either Local, State, GACC, or National. When done, click Save.

Click he	ere.	Available Area Local	
A	/ailable Area		
	Local		•
		Cancel	Save

**5** To set an unavailability period, click New in the Resource Unavailability Period part of the screen.



6 Fill in the Reason\*, Start Date\*, and End Date\*. Then click Save.

Resource Unavailable	×
■ Resource Unavailable - new record	Ø
Resource Unavailable * Resource	
0	Ψ.
* Reason	
Vacation	-
* Start Date	
04-10-2020	
*End Date	
04-17-2020	<b></b>
Save	(Ctrl + s)
	Close

Note: You cannot set half-days as unavailable. The calendar dates entered will be from midnight to midnight of the start and end date.