Frequently Asked Questions

The IROC Houston Online Portal

1 **How do I access the IROC Portal?**

Your Primary Physicist must log in to their IROC Portal to approve your user. Once approved you will receive an email to activate your account, create a unique username (we suggest using your institutional email address) and create a password.

2 **Do I need an IROC Portal account?**

IROC is migrating numerous services to the Portal, including the Facility Questionnaire, OSLD Irradiation Forms, Phantom Request Forms, as well as historic records and reports. In order to access these services and functions, you will need to have an active IROC Portal account.

3 **Help, I forgot my username/password!**

Located on the IROC Houston Portal Login Page is a link to reset a forgotten password and a link to find your username. Follow the prompts to receive the required steps via email.

4 **I should be associated with multiple facilities, but I cannot see the information. What do I do?**

Upon login, if you are not already associated to your additional facilities, please contact IROC Houston at irochouston@mdanderson.org with the relevant RTF numbers for your sites. IROC will verify your associations and grant access to view the associated institutional information.

5 Is my IROC Portal account only for me?

Everyone should have their own account; accounts are **not** to be shared. The institution's Primary Physicist must manually approve additional portal users in the IROC Portal under the Manage Users tab. Once approved the new user will receive an email containing an activation link.

6 How do I find my OSLD Output Checks?

Upon login, the IROC Portal will display a OSLD Output Checks Tab on the main menu, which includes all historic results for both active and inactive machines.

Historic OSLD and phantom results are recorded in the Portal in a tabular format. For OSLDs, on the OSLD Output Check page, select the machine of interest. Then scroll down and find the applicable beam energy. Click "Output Checks." A pop-up will appear displaying tabular results with a "Download" button next to previous results. Click the "Download" button to generate your historic OSLD report as a PDF.

Phantom results may be found on the "Phantom Tracking" webpage on the right side of the screen under the "Report" column. Once a report has been issued, it will become available for download. Simply click the "Download" button to generate your phantom report as a PDF.

7 How do I fill out the online OSLD Irradiation Forms?

Upon login, the IROC Portal will display a OSLD Irradiation Forms Tab on the main menu. Select the machine of interest to being completing the form. To add beam information, select the edit icon next to the beam energy and enter the requested information. Once completed you may either "Save" or "Submit." A submitted form to IROC Houston is considered final and cannot be changed.

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