

This Quick Guide helps new users gain access to the Steelroads® freight rail shipping application.

Gaining access to Steelroads is a two-step process. You must first register to use Railinc's Single Sign-On (SSO) system (see [Creating an SSO Account](#)). Once you have an SSO account, request access to Steelroads and select a mark for sponsorship (see [Requesting Access to Steelroads](#)). See the [Access SSO and Apps Quick Guide](#) for more information about managing your Railinc account.

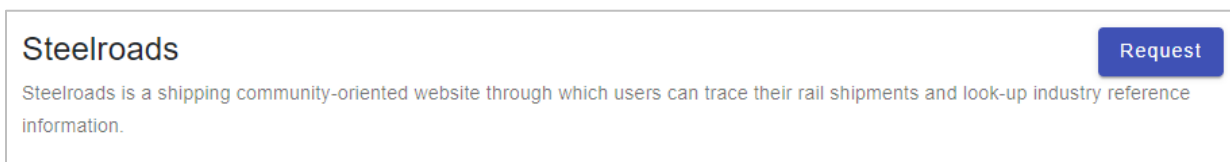
Creating an SSO Account

If you already have a Railinc SSO account, skip this section.

Click [here](#) for details on how to create an SSO account.

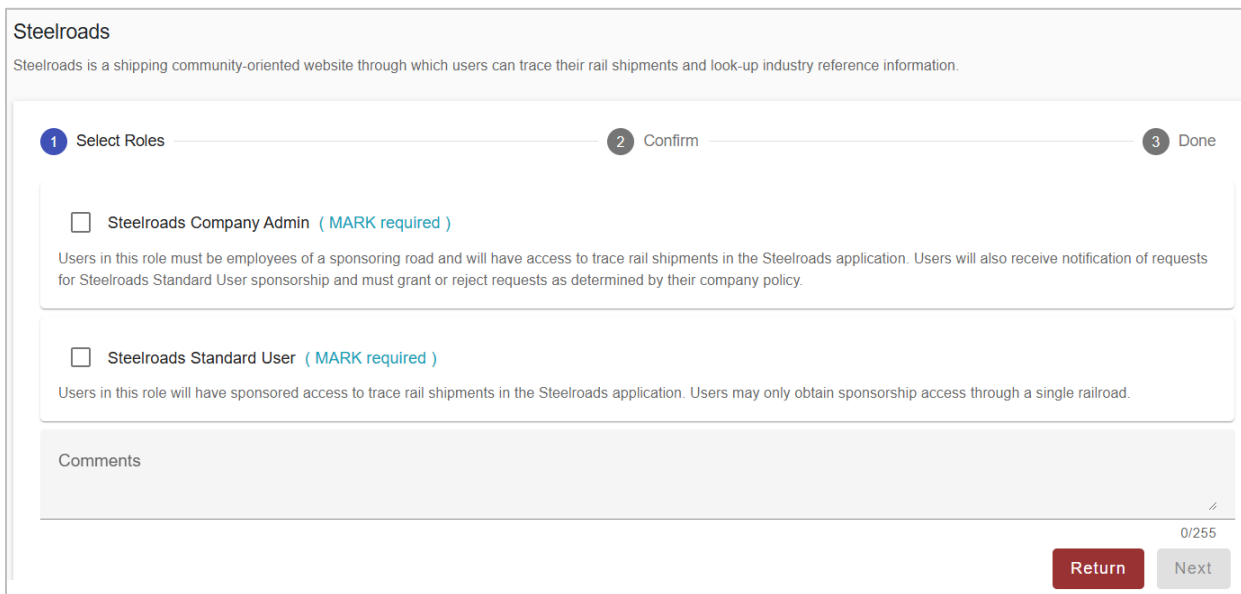
Requesting Access to Steelroads

1. Log into Railinc.com and select **View/Request Permissions** in the **My Profile** section of the Launch Pad.
2. Filter or scroll down to locate **Steelroads** and select the **Request** button on the right.



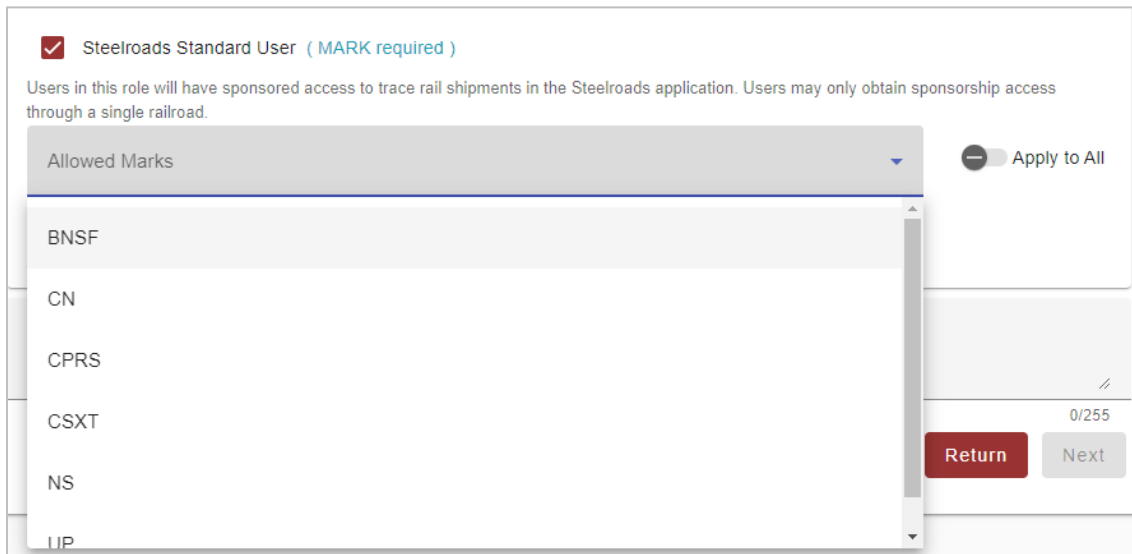
The screenshot shows a card for 'Steelroads'. At the top left is the title 'Steelroads'. Below it is a description: 'Steelroads is a shipping community-oriented website through which users can trace their rail shipments and look-up industry reference information.' On the right side of the card is a blue button labeled 'Request'.

3. Select the appropriate role.

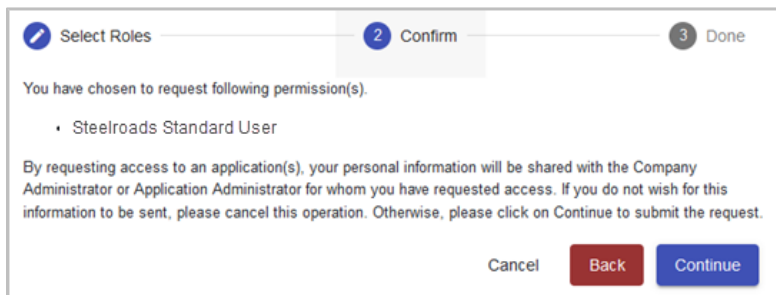


The screenshot shows the 'Steelroads' role selection screen. At the top, there is a progress bar with three steps: '1 Select Roles', '2 Confirm', and '3 Done'. Below the progress bar, there are two roles listed, each with an unchecked checkbox and a '(MARK required)' label. The first role is 'Steelroads Company Admin' with a description: 'Users in this role must be employees of a sponsoring road and will have access to trace rail shipments in the Steelroads application. Users will also receive notification of requests for Steelroads Standard User sponsorship and must grant or reject requests as determined by their company policy.' The second role is 'Steelroads Standard User' with a description: 'Users in this role will have sponsored access to trace rail shipments in the Steelroads application. Users may only obtain sponsorship access through a single railroad.' Below the roles is a 'Comments' text area. At the bottom right, there are 'Return' and 'Next' buttons. A character count '0/255' is visible next to the 'Next' button.

4. Enter only one mark for the Class I railroad from which you would like to request sponsorship. Be sure to choose the mark of the railroad that you work with the most. If you enter more than one mark, the first railroad that accepts the request will lock out the other railroads.



5. Select **Next**. A confirmation page is displayed listing the permissions you requested.



6. Select **Continue** to confirm your request. A notification of your request will be sent to the appropriate Railinc support team and the selected railroad. You'll be notified upon approval. The typical turnaround time is 2-3 business days.

Refer to the [Railinc Single Sign-On and Launch Pad User Guide](#) for more information. Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.

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