



Use this form to request or modify access to Departmental Online Phone Bills, which are available through the my.pitt.edu Web portal. This form must be completed and signed by a chair or department head. If you wish to grant a user access to only one or more specific sub codes, project or purpose codes, indicate the 4, 5 or 6 digit code in the relevant field. If you DO NOT wish to restrict users to specific sub codes, project or purpose codes, enter 4, 5, or 6 (X's) in the relevant field and initial the (**) column.

User Information Key				<i>To be completed by the requestor—please print clearly.</i>			
Key for Next Section	Name(Last, First)			Phone Number		University of Pittsburgh Account Username	
User 1							
User 2							
User 3							

Request Access For: <i>For each account listed, enter a (✓) for each user to receive access.</i>									
Entity (2)	Dept (5)	SubCode (4)	Purpose Code (5)	Project Code (6)	Reference Code (5)	**	User 1	User 2	User 3

() Initial here if you would like the user to have access to any new purpose or project codes created for this department number.

Remove Access For: <i>For each account listed, enter a (✓) for each user to be removed.</i>									
Entity (2)	Dept (5)	SubCode (4)	Purpose Code (5)	Project Code (6)	Reference Code (5)	##	User 1	User 2	User 3

() Initial here if removing from all accounts for this department.

Person to contact once a change has been completed:

Name _____ Phone Number _____ Email Address _____

Please complete and either scan and email to cellular@pitt.edu, fax to 412-624-1866, or mail to **CSSD-Telecom, Access Request, 709 CL.**

Questions: Contact the University's Technology Help Desk at 412-624-HELP [4357].

By signing below, I authorize CSSD to grant or remove access to the indicated online telecommunications billing records for each individual listed on this form.

Department Chair or Head Name _____ Title _____ Date _____

Signature _____ Department Name _____

CSSD Internal Use Only	
Date Processed _____	Remedy # _____