

INSTRUCTIONS FOR COMPLETING THE LONG DISTANCE AUTHORIZATION CODE REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES (ITS)

1. Please fill out the form as completely as possible. Include all available information; incomplete forms may result in delays.
 2. Once all information is provided, the ITS Long Distance Office will contact you within 5 working days.
 3. If additional items are needed, please attach additional order forms. If clarifications are necessary, please attach a memo.
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REQUESTING NEW AUTHORIZATION CODES OR CHANGES TO EXISTING CODE

1. Enter **NAME** and **ELECTRONIC IDENTIFICATION (EID)** of person who will be responsible for all calls using the **NEW** authorization code or the changes to an **EXISTING** code.
2. Mark the type of service that is needed, using the following information as a guide:

NEW CODE OR ADD SERVICE TO EXISTING CODE

FROM ON CAMPUS

Domestic LD: Allows domestic long distance calling from all campus phones (except dorm rooms).

Int'l LD: Allows international calls to be made from all campus phones (except dorm rooms).

FROM OFF CAMPUS

To Campus: Allows calls back to campus or the local Austin calling area from anywhere in the U.S.

To Off Campus: If requested, ITS will issue security digits in addition to authorization codes. Security digits allow users, while away from campus, to make calls from anywhere in the U.S. to any other location in the U.S. International calls are not allowed from off campus.

CANCEL CODE OR CANCEL SERVICE ON EXISTING CODE

FROM ON CAMPUS

Domestic LD: Cancel authorization code and capability to make long-distance calls from on campus.

Int'l: Cancel capability to make international calls from on campus.

FROM OFF CAMPUS

To Campus: Cancel capability to call back to campus or the Austin calling area while traveling.

To Off Campus: Cancel security digits and disallow calls from off campus to other off campus locations.

3. If you wish to make **CHANGES TO THE ACCOUNT NUMBER** to which long distance is billed:
 - a. Enter the **NAMES** and **EIDs** of all Long Distance Authorization Code holders whose accounts you wish to change. **User information can be blank** if everyone on the account is switching.
 - b. At the bottom of the form, enter the **OLD ACCOUNT NUMBER**, the **NEW ACCOUNT NUMBER** and the **AUTHORIZED SIGNER'S NAME and SIGNATURE** for the **NEW** account.