

# MICHIGAN STATE UNIVERSITY

## Telecommunication Systems Online Billing System Access Request

Send to: Telecommunication Systems Billing – W110 Public Safety  
Telephone 517-353-5515 Email: telesyst@pplant.msu.edu

### Requestor Information

Name (Printed)	Department (Printed)	Phone # & Fax #	Date Prepared	Date Needed

### User Information

Full Name	MSU netID	5 -Digit MAUCUC	Type of Request (Check One)
			<input type="checkbox"/> Delete User <input type="checkbox"/> Add User
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**Description of Access and/or Special Instructions:** Grants the user access to the online **Telecommunication Systems Billing** system, and in the future, report viewing (Document Viewer) for services provided by **Telecommunication Systems**. *This will allow the user access to information containing personal telephone records including both installed telephone numbers and outgoing calling detail.*

**NOTES:**

- **This access request requires a signature from a Level 2, 3, or 4 authorized signer of the unit's MAUCUC. Contact the Controller's Office to verify your MAUCUC Level 2, 3 or 4 authorized signer if needed.**

### For Authorized Signers Only

Signature & Printed Name of Authorized Signer for Unit's MAUCUC	Date:

**This Section to be Completed by Telecommunication Systems if Required**

Verified Signature:	Completion Date:	Date Sent to AIS: