Obtaining Access to View Phone Bills in Pinnacle

Submit a Telecommunications Request through ServiceNow to request access for alternate individuals to be given access to view departmental phone bills in Pinnacle. **NOTE: Account holder approval is required to add or remove alternate individuals.**

- 1. Launch the ServiceNow self-service portal: <u>https://unts.service-now.com/unts</u>
- 2. Enter your EUID and Password to log into ServiceNow
- 3. Select Voice Communications

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Search						
	Welcome to the can we help you This portal contains mostly offeri budgetary groups, business intel your preferred option while brow page. If you still don't find what y This system is the property of the an agreement to abide by releva system is prohibited Violations o security testing and monitoring (applicable privacy lave.	ServiceNow sel 2 grs for IT help and requests for IT ligence and reporting services. a sing the catalog please try the S to are looking for, please cry the S out are looking for, please contact e University of North treas System in tederal and state laws and indi an result in penalties and criminal Jears have no expectation of privi-	f-service portal.	How Rent Section 2015 Provide A large statement see the of this sect to by	A port an Issue	
	IT Services Q Accounts & Passwords	Business Intelligence & Reporting	Classrooms, Labs, & Printing	Data & Information Management	Desktop Services	
	Educational Technology	Email & Collaboration	ন Internet & Network	Professional Services	Security, Risk, & Compliance	
	Servers & Storage	Software & Business Applications	Uoice Communications	Web Services		

4. Select Telecommunications Request

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	Home Service Catalog Voice Co	ommunications						
	Categories	Voice Communications						
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	Classrooms, Labs, & Printing							
	Data & Information Management	View Details	View Details					
	Desktop Services							
	Educational Technology							

- 5. Select Access to Monthly Telephone Charges for the service needed
- 6. Select Add or Remove if adding or removing individual access is needed, and then click Next

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(Home Service Catalog Voice Communications Telecommunicati	ons Request				
	Telecommunications Request Request to the ITSS Telecommunications group					
	Use this offering to request Telecommunications services.	Choose Options			(~	Summary
	* What service do you need? @					
	Access to Monthly Telephone Charges					Ŧ
	*What access is needed? 😧					
	None					
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	None					
	Add					
	Remove					

Complete the Telecommunications Request fields below, and then click Next
 ** If access is needed to all Chartstrings under a specific organizational department, please specify that in the "Additional information" field**

Choose Options		Summary
		Mandatory Field
Add Request Access to Monthly Telephone Charges from ITSS Telecommunications group	 Options 	~
est to Access to Monthly Telephone Charges. 14 Days Delivery		
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	Ø	* Add attachments

8. Click **Order Now** and your ticket will be submitted

Telecommunications Request Request to the ITSS Telecommunications group		
Describe Needs	Choose Options	Summary
Order Guide Details		
Add Request Access to Monthly Telephone Charges		
		Add to Cart Edit Options Order Now
	Add to Cart	
	Edit Options	
	Order Now	