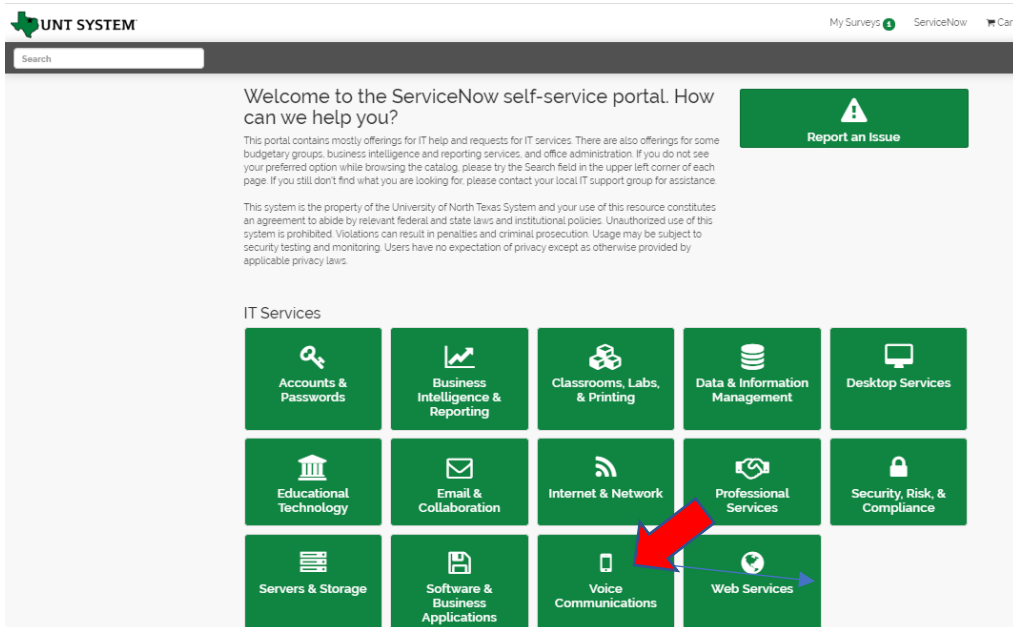


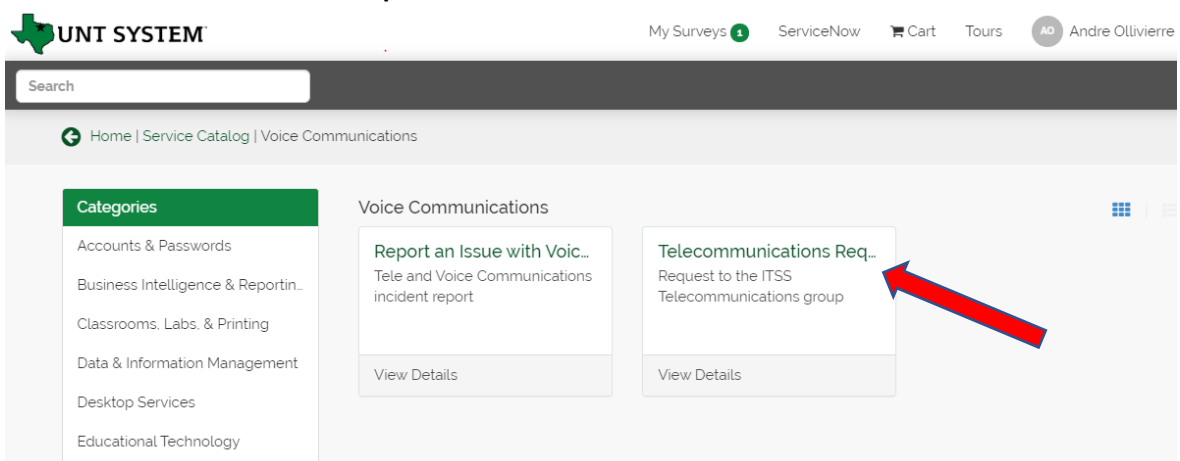
# Obtaining Access to View Phone Bills in Pinnacle

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: <https://unts.service-now.com/unts>
2. Enter your EUID and Password to log into ServiceNow
3. Select **Voice Communications**



4. Select **Telecommunications Request**



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**

UNT SYSTEM My Surveys ServiceNow Cart Tours AD Andre Olin

Home | Service Catalog | Voice Communications | Telecommunications Request

### Telecommunications Request

Request to the ITSS Telecommunications group

Describe Needs Choose Options Summary

Use this offering to request Telecommunications services.

\*What service do you need?   
 Access to Monthly Telephone Charges

\*What access is needed?   
 -- None --   
 Add   
 Remove

7. 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\*\***

Telecommunications Request  
Request to the ITSS Telecommunications group

Describe Needs Choose Options Summary

**Included Items:** Mandatory Fields

**Add Request Access to Monthly Telephone Charges** Add Request Access to Monthly Telephone Charges from ITSS Telecommunications group Options

Use this offering to Add a Request to Access to Monthly Telephone Charges. 14 Days Delivery

\*Name of person

\*EUID

\*Grant access to account numbers

Additional information

\*Contact name

\*Contact phone number

\*Contact email address

\*Do you have the account holder's authorization?   
 -- None --

Attach Account Holder Authorization to this request.

\*Business unit   
 -- None --




Add attachments

Previous **Next**

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