

Stanford University IT Services

Directions to update cost centers and other information in ORDERIT system

These are the step by step directions to update the cost center and other information in the ORDERIT system.

1. Ensure that you have access to the cost center/s that you will be requesting changes
If you do not have access, submit a request via helpshc.stanford.edu or the 24x7 UIT Help desk (650) 724-4357
2. Go to orderit.stanford.edu
3. Follow the directions on the screen shot to submit the request

The screenshot shows the Stanford OrderIT system interface. At the top, there's a red header with the Stanford logo and 'OrderIT' text. Below the header, there are tabs for 'REQUESTS' and 'REPORTS'. The main content area is titled 'Item: Change Telephone Service'. On the right side, there's a 'Related Categories' section with links for 'Telephones - SHC', 'Telephones - SCH', and 'Telephones - SU'. The main form area is divided into several sections: 'Search By' (with a 'Client' dropdown set to 'Stanford Health Care'), 'Phone Number' (with a 'Filter' field containing '5106623487' and a 'Search' button), 'Billing Information' (with 'Existing Billing' set to 'UH09886' and 'Change Cost Center' set to 'Yes'), and 'Order Details' (with 'Existing Configuration' fields for 'Service Type', 'Phone Set', 'Phone Type', 'MAC Address', 'Wireless Serial Num', 'Display Name', 'Voicemail', and 'Nursing Unit'). A red box highlights the 'Phone Number' section, and a blue arrow points to the 'Yes' radio button under 'Change Cost Center'.

Stanford | OrderIT

Search OrderIT Forms

REQUESTS REPORTS

ORDER IT

ITEMS IN CART: 0

Item: Change Telephone Service

Use this form to make changes to existing telephone service or voicemail.

One Time Cost: \$0.00 / \$0.00 Monthly Cost

Search By

Client * Stanford Health Care

Phone Number *

Filter 5106623487 Search

5106623487

Enter 10-digit telephone number.

PhoneNumber * 5106623487

Note : If the PhoneNumber field does not get populated with a number, then you do not have authority to place the order.

Billing Information

Existing Billing Cost Center UH09886

Change Cost Center * ☐ No ☒ Yes

Cost Center * Cost Center Validate

Order Details

Existing Configuration

Service Type	
Phone Set	
Phone Type	
MAC Address	
Wireless Serial Num	
Display Name	
Voicemail	
Nursing Unit	



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Change Phone Set/Fax *	<input checked="" type="radio"/> No <input type="radio"/> Yes												
Change Voicemail *	<input checked="" type="radio"/> No <input type="radio"/> Yes												
Change Display Name *	<input checked="" type="radio"/> No <input type="radio"/> Yes												
(limit 15 characters)													
Special Instructions	<div></div>												
Requested Due Date *	<input type="text" value="02/06/2020"/> Clear IT Services makes every effort to meet requested due dates.												
Service Location													
Service Location													
Building Name	<input type="text"/>												
Quad-Building	<input type="text" value="93-043R"/>												
Room	<input type="text"/>												
TSO (jack) Number	<input type="text"/>												
Change Location *	<input checked="" type="radio"/> No <input type="radio"/> Yes												
Subscriber													
Subscriber													
Existing Subscriber	<table><tr><td>NAME</td><td><input type="text"/></td></tr><tr><td>SUNet ID</td><td><input type="text"/></td></tr><tr><td>Department</td><td><input type="text" value="Affinity Oakland"/></td></tr><tr><td>Phone</td><td><input type="text"/></td></tr><tr><td>Email</td><td><input type="text"/></td></tr></table>	NAME	<input type="text"/>	SUNet ID	<input type="text"/>	Department	<input type="text" value="Affinity Oakland"/>	Phone	<input type="text"/>	Email	<input type="text"/>		
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SUNet ID	<input type="text"/>												
Department	<input type="text" value="Affinity Oakland"/>												
Phone	<input type="text"/>												
Email	<input type="text"/>												
Change Subscriber *	<input checked="" type="radio"/> No <input type="radio"/> Yes												
Contact Information													
Contact information													
Existing Requester	<table><tr><th>Name</th><th>SUNet ID</th><th>Phone</th><th>Email</th></tr><tr><td><input type="text" value="Arsenault, Gabriel"/></td><td><input type="text" value="garsenau"/></td><td><input type="text" value="(650) 724-4431"/></td><td><input type="text" value="garsenau@stanford.edu"/></td></tr></table>	Name	SUNet ID	Phone	Email	<input type="text" value="Arsenault, Gabriel"/>	<input type="text" value="garsenau"/>	<input type="text" value="(650) 724-4431"/>	<input type="text" value="garsenau@stanford.edu"/>				
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Requester *	<table><tr><td>First Name</td><td><input type="text" value="Randall"/></td><td>Last Name</td><td><input type="text" value="Chong"/></td></tr><tr><td>SUNet ID</td><td><input type="text" value="lchong"/></td><td>Department</td><td><input type="text" value="IT Services"/></td></tr><tr><td>Email *</td><td><input type="text" value="randall.chong@stanford.edu"/></td><td>Phone *</td><td><input type="text" value="(650) 723-2813"/></td></tr></table>	First Name	<input type="text" value="Randall"/>	Last Name	<input type="text" value="Chong"/>	SUNet ID	<input type="text" value="lchong"/>	Department	<input type="text" value="IT Services"/>	Email *	<input type="text" value="randall.chong@stanford.edu"/>	Phone *	<input type="text" value="(650) 723-2813"/>
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Email *	<input type="text" value="randall.chong@stanford.edu"/>	Phone *	<input type="text" value="(650) 723-2813"/>										

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Existing Contact 1	Name	SUNet ID	Phone	Email
	<input type="text" value="Buan, Bernard"/>	<input type="text"/>	<input type="text" value="43017"/>	<input type="text"/>
Existing Contact 2	Name	SUNet ID	Phone	Email
	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Change Additional Contacts *	<input type="radio"/> No <input type="radio"/> Yes			
Courtesy Notification Email Address	<input type="text"/>			
Finalize Order 				
 Finalize Order				

* denotes a required field

One Time Cost: \$0.00 / \$0.00 Monthly Cost