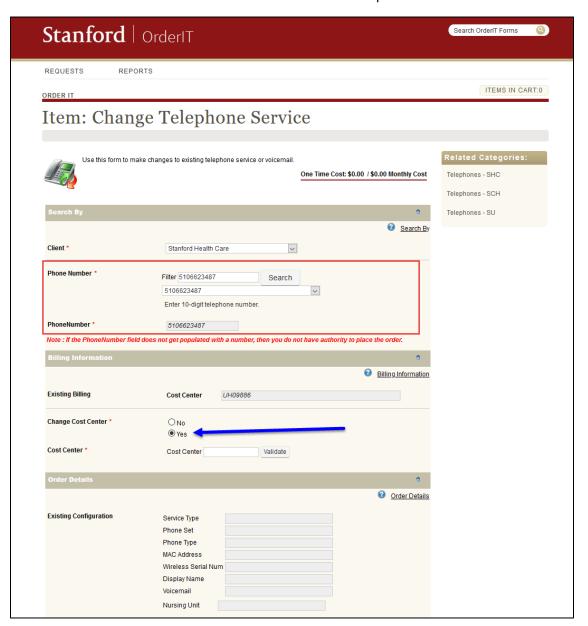<p style="text-align:center;">**Stanford University IT Services**</p>
<p style="text-align:center;">Directions to update cost centers and other information in ORDERIT system</p>

**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

| Change Phone Set/Fax * | ◉ No ○ Yes |
| --- | --- |
| Change Voicemail * | ◉ No ○ Yes |
| Change Display Name * (limit 15 characters) | ◉ No ○ Yes |
| Special Instructions | |
| Requested Due Date * | 02/06/2020 🗓 Clear<br>IT Services makes every effort to meet requested due dates. |

## Service Location

❓ Service Location

| Building Name | |
| --- | --- |
| Quad-Building | 93-043R |
| Room | |
| TSO (jack) Number | |
| Change Location * | ◉ No ○ Yes |

## Subscriber

❓ Subscriber

**Existing Subscriber**

| NAME | |
| --- | --- |
| SUNet ID | |
| Department | Affinity Oakland |
| Phone | |
| Email | |

| Change Subscriber * | ◉ No ○ Yes |
| --- | --- |

## Contact Information

❓ Contact information

**Existing Requester**

| Name | SUNet ID | Phone | Email |
| --- | --- | --- | --- |
| Arsenault, Gabriel | garsenau | (650) 724-443 | garsenau@stanford.edu |

**Requester ***

| First Name | Randall | Last Name | Chong |
| --- | --- | --- | --- |
| SUNet ID | lchong | Department | IT Services |
| Email * | randall.chong@stanford.ed | Phone * | (650) 723-2813 |

# Stanford University IT Services
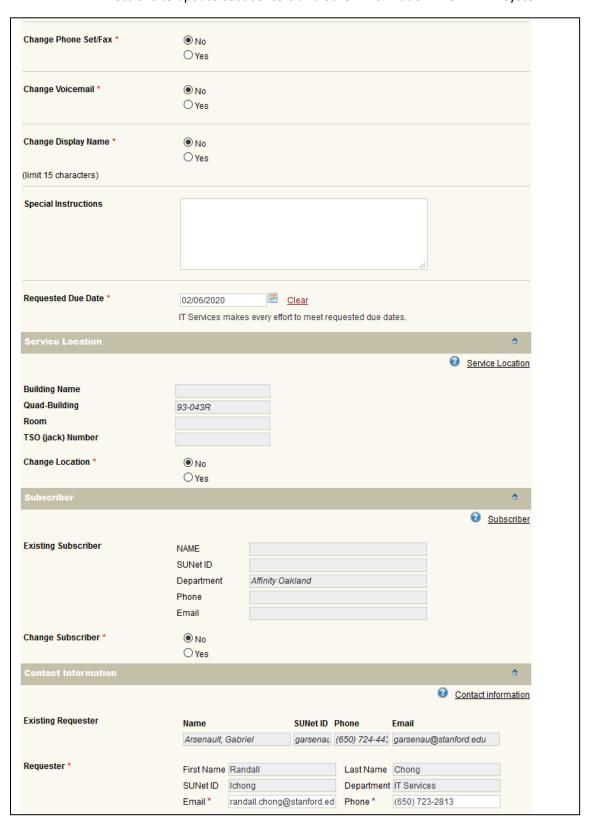## Directions to update cost centers and other information in ORDERIT system

| **Existing Contact 1** | **Name** | **SUNet ID** | **Phone** | **Email** |
|---|---|---|---|---|
| | Buan, Bernard | | 43017 | |

| **Existing Contact 2** | **Name** | **SUNet ID** | **Phone** | **Email** |
|---|---|---|---|---|
| | , | | | |

**Change Additional Contacts** *
- ○ No
- ○ Yes

**Courtesy Notification Email Address** [                    ]

**Finalize Order**                                                      ⌃

                                                    ❓ Finalize Order

* denotes a required field

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

[ Update Cost As Configured ]    [ Add to Cart ]