

OrderIT site

Online access to ordering, monthly statements, and service profiles

Online ordering.

Monthly billing statements.

Service profiles.

WHAT IS THE OrderIT SITE? The site is a tool that allows Department Contacts in University and Hospital departments to access online information for active IT services such as telephone, cellular, DSL, and PBN (long distance code) for their department. Department Contacts can place online orders and view, print, or download their department monthly IT Services statements as well.

WHY SHOULD I USE IT? If your role and the responsibility of your job require you to order IT services or to view your department's monthly IT Services statement, you will benefit from using this site. It provides you:

- *Online ordering* — Use the site to place orders to: add new service, change or move an existing service, or cancel/disconnect existing IT services charged to a University or Hospital PTA/Cost Center. Once your order has been submitted, you receive immediate confirmation with an order number for future reference. With online tracking, you can view the progress of your order from the time you submit it to its completion.
- *Monthly billing statements* — Each month, charges for IT Services are posted online. You can view your statement in HTML, as a PDF, or download it to an Excel spreadsheet. Each month when your monthly statement is available, as an authorized Department Contact you will receive email notification.
- *Service profiles* — You can view or print detailed information about your department's current services. You can access detailed information such as service package charges, service jack location (if applicable), features of the service, PTA/Cost Center billed for the service, and the User/Subscriber of the service.

WHO CAN HAVE ACCESS? Any University or Hospital employee whose role and responsibility include ordering IT services or viewing the department monthly statement will need access to this site. A SUNet ID is required for access. For more information about access, see the OrderIT Help site at <http://orderithelp.stanford.edu>.

HOW CAN I FIND OUT MORE? For more information about how to access and use the OrderIT Site, see <http://orderithelp.stanford.edu>.

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