

# UMassAmherst Information Technology

## Multi-User Long Distance Authorization Code Request Form

A Multiuser Long Distance Authorization code is used and assigned to more than one person, for instance a lab group or study

Please complete All necessary areas and fax to 545-1234. Please call 545-5737 if you have questions regarding this form.

### Agreement:

**One authorization code distributed to multiple people is considered unsecured.** The assigning of one code to be used by multiple people increases the chance of long distance abuse. UMass IT discourages this practice and, should abuse occur, will not issue any credit.

You and your department recognize the increased risk of sharing one code among multiple users. To prevent long distance abuse, we recommend the following:

- Distribute and have all users review your Network Communications bill in a timely fashion (abuse should be reported within one billing cycle).
- Have staff members keep a log to prevent against unidentified calls.
- Keep a list of users issued the code.

If abuse is believed to have occurred, your department is to notify Network Communications to deactivate the code immediately. Since the University will have already paid these calls, **no credit will be issued.**

**By completing and submitting this form, you are agreeing to the conditions of this policy.**

Preparer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

NetCom Rep Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Speed Type # \_\_\_\_\_ Fund # \_\_\_\_\_

**Signature Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Proj# Grant# Wg# Bc#

Project Name: \_\_\_\_\_

Signature Principal Investigator: \_\_\_\_\_  
(Required for all codes issued to GRANT Accounts)

### NETCOM USE ONLY

Auth. Code: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_