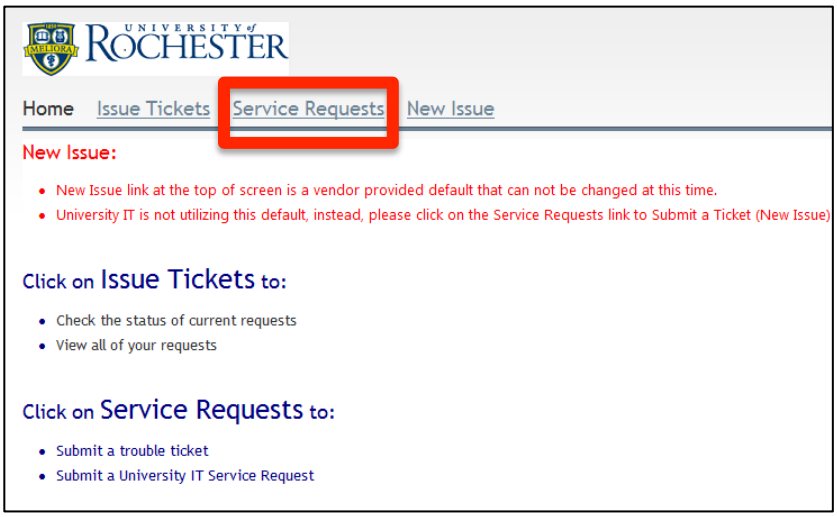
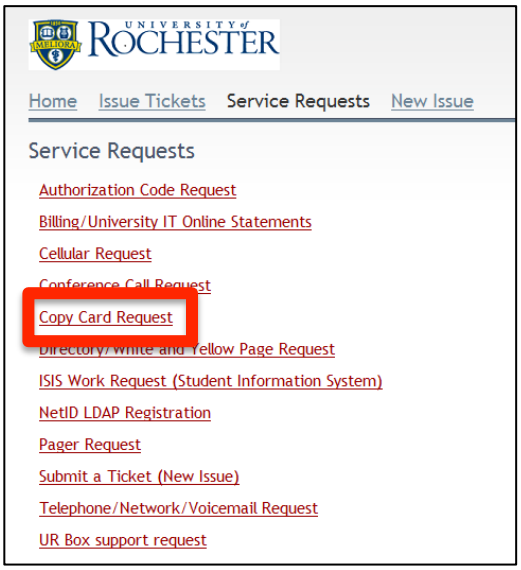
How to Get a Departmental Copy Card

1. Log in to the IT Self Service system using your Active Directory domain, user name, and password (what you use to log on to your work computer): https://selfservice.ur.rochester.edu/HeatWebUI/hss/HSS.html
    - **Non-Medical Center:** Use UR\ as the domain before your username
      UR\jsmith
    - **Medical Center:** Use URMC-SH\ as the domain before your username
      URMC-SH\jsmith

2. Click "Service Requests" in the menu at the top of the page

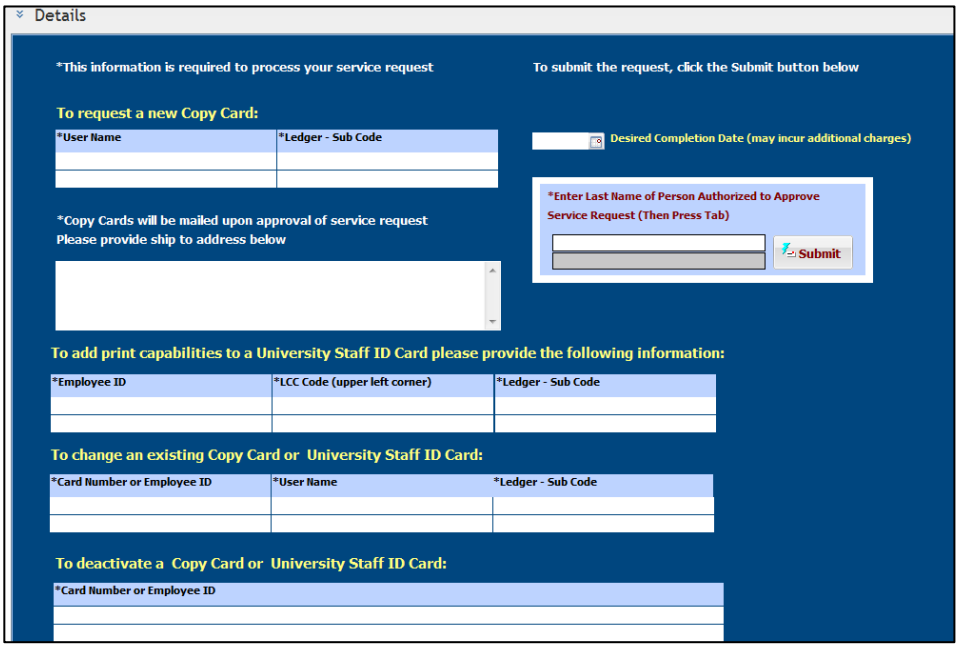


3. Click "Copy Card Request"



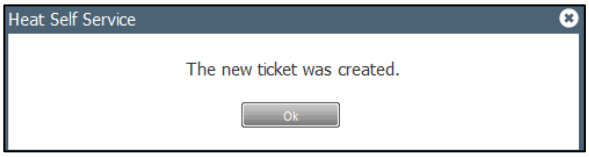
How to Get a Departmental Copy Card

4. Fill out the form, including details about what cost center to charge to and who will authorize charges to the copy card



5. Click "Submit"

6. You will receive confirmation that the ticket was submitted



7. Notify the person who will authorize charges to the copy card that he/she will receive an automated email to approve the request once it is processed