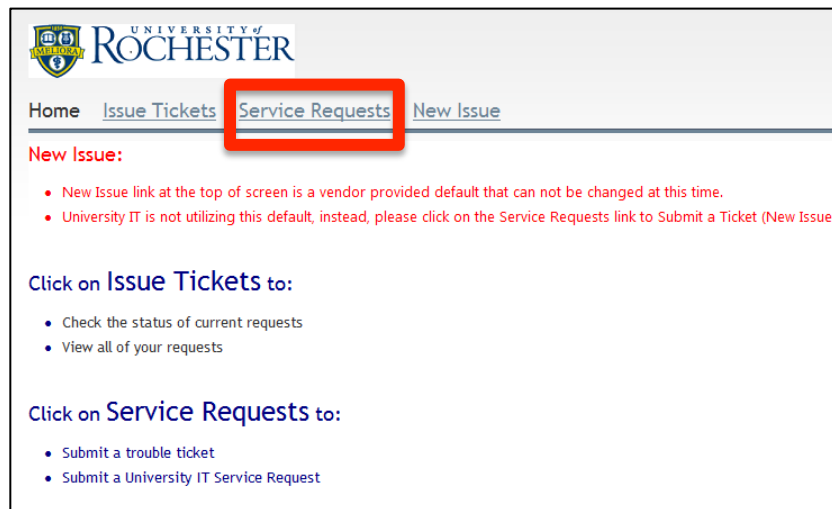


How to Get a Departmental Copy Card

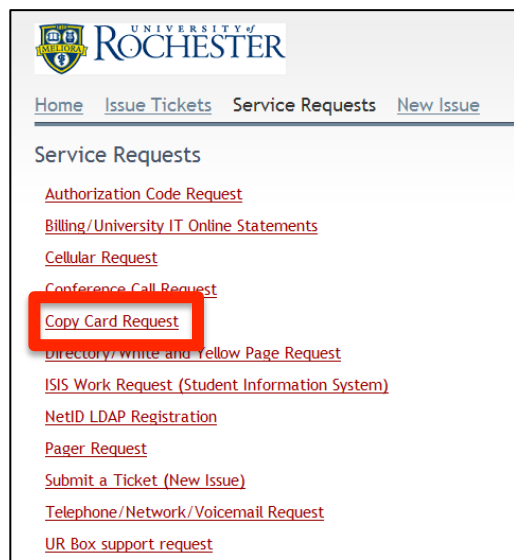
1. Log in to the IT Self Service system using your Active Directory domain, user name, and password (what you use to log on to your work computer):
<https://selfservice.ur.rochester.edu/HeatWebUI/hss/HSS.html>

- **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

Details

*This information is required to process your service request

To submit the request, click the Submit button below

To request a new Copy Card:

*User Name	*Ledger - Sub Code

Desired Completion Date (may incur additional charges)

*Copy Cards will be mailed upon approval of service request
Please provide ship to address below

*Enter Last Name of Person Authorized to Approve Service Request (Then Press Tab)

Submit

To add print capabilities to a University Staff ID Card please provide the following information:

*Employee ID	*LCC Code (upper left corner)	*Ledger - Sub Code

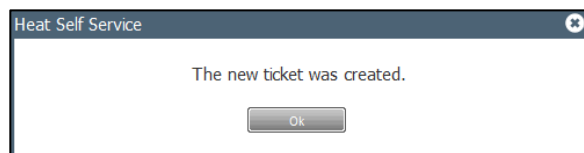
To change an existing Copy Card or University Staff ID Card:

*Card Number or Employee ID	*User Name	*Ledger - Sub Code

To deactivate a Copy Card or University Staff ID Card:

*Card Number or Employee ID

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