

AT&T System Access Add/Removal Form for Operators

Requestor's Name & Department: _____

Date: _____ Phone: _____ Fax: _____

Requestor's Signature: _____ (ACS use only): _____

- Location for Access should be the cash register location name (e.g., SAC Food Court or IBC Rec. Center)
- **Request Type** should be "A" for *Add* or "R" for *Remove*. **CRT Access** should "Y" for *Yes* or "N" for *No*. CRT Access is the ability to log into the AT&T system via a computer terminal. Attachmate software is required for CRT Access. Please type in all information.
- **Designation Type** should be "C" for *Cashier* or "M" for *Manager*.

SSN or ID# (no dashes)	Last name, First Name, Middle Initial	Reader Location for Access or IP Address for CRT Access.	Designation Type	Request Type	CRT Access

Fax or mail this form to Joe Smallberger – Carnell, Room 714 (fax: 215-204-8378; email address: smallbej@mail.temple.edu). The form will be faxed back to you when the data is entered into the AT&T system by Administrative Computer Services (ACS).