Housing Entry Form

RT Ticket Number: ________________________________
PSU Student ID Number: ________________________

**TICKET NUMBER AND STUDENT ID NUMBER MUST BE PROVIDED BEFORE WORK MAY COMMENCE**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Building:</td>
<td>Room #:</td>
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I authorize Portland State University *Telecommunication Systems* to enter my room during the hours of 7:00am to 4:00pm, Monday through Friday to do repair work on my internet, phone or cable services.

**Please describe the problem:**

__________________________________________________________________________

**Process description for Telecom repairs:**

- For internet-related requests, Tenant/Student must open a ticket with the User Support Services Help Desk. Help Desk will provide initial troubleshooting and escalate the ticket to OIT-TS if needed. Phone and Cable TV requests should be initiated directly with OIT-TS.
- If troubleshooting requires a site visit, Tenant/Student must complete this Housing Entry Form and fax or deliver it to the OIT-TS office.
- OIT-TS will attempt to contact the Tenant/Student at the phone number listed above prior to visiting the room.
- If the Tenant/Student has not followed resolution suggestions or if the OIT-TS technician determines the problem is with the Tenant’s/Student’s equipment (e.g. computer, router, phone set, TV, etc.), the **Tenant/Student will be charged a $25 billable repair charge.**

I understand that I must give written notice to the PSU OIT-TS office to revoke the authorization. Authorization is valid for one week from signature date.

__________________________  __________________________
Tenant/Student Signature     Date