**Copy Code Request Form**

Full Name:

Login User ID (UT Credentials Username):

Employee ID (Found in Self-Service):

UT Badge Number (See Below for Instructions):

**Instructions on finding UT Badge Number:** Most UTH Badge Numbers are 7 or 8 digits and are found on the back of your badge in the lower right, beneath the magnetic strip. The Badge Number is the portion that does not contain a hyphen, letter or other non-numeric character. See the below examples for additional details.

 

# PO Number:

1. Do you already have a Copy Code PO for your group?

Select One.

# 2. If not, then please provide a CFS so that we can set up a PO then complete the "Request to Add" section. Once a PO is created then we can use the information below to create the copy code.

CFS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Request to Add/Delete Copy Code** | | | |
| I want to add a Copy Code.  Code to be deleted (if deleting a copy code) : Full Name of person being added or deleted: Employee ID (found in Self-Service):  Login User ID (UTH login credentials):  UT Badge Number | | I want to delete a Copy Code. | |
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| PO Number:  Project Number (from PO CFS): | Department ID: | |  |
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