



OIT

Telecommunications and Networking

Phone: 688-HELP (select option 2)

TDD: 292-0422

E-mail: units@osu.edu

Web: units.osu.edu

(formerly UNITS Dept)

Permission to Enter Form

Trouble Ticket/Service Order #: _____

Address for Service: _____

I understand that by signing and submitting this *Permission to Enter Form* to my residential building's front desk or office, I am authorizing an OIT-Telecommunications and Networking technician to enter my residence hall room or apartment to complete the service installation or repair I requested. I also understand the completion of this form waives 24-hour notice of entry by OIT.

Customer Signature: _____

Date: _____

IMPORTANT: This form only provides access to an OIT Technician. You also need to submit a service order or repair request by either contacting the **OIT Help Desk Staff at 688-HELP (Select option 2)** during office hours **OR** online at **units.osu.edu**, in addition to completing this Permission to Enter Form.