



**OIT**

**Telecommunications and Networking**

*Phone:* 688-HELP (*select option 2*)

*TDD:* 292-0422

*E-mail:* [units@osu.edu](mailto:units@osu.edu)

*Web:* [units.osu.edu](http://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](http://units.osu.edu), in addition to completing this Permission to Enter Form.