More information and full instructions on the digital IT system can be found on the TAMS website at: https://tams.tulane.edu/content/electronic-its

How to submit a digital IT form to Technology Connection:

1. First request a quote for the products you need by emailing your specifications to tcorders@tulane.edu. Once you have a quote which meets your specifications and contains your correct shipping & billing information, proceed to Step 2.

2. Using the University Electronic IT system, initiate an IT. https://ebs.tulane.edu

3. Select TAMS EIT Application GUI – (click the “+” sign)

4. Select EIT process

5. Select New

6. In the “IT Type” field select Interdepartmental Order: by either typing an I and return or by selecting the button with 3 dots on the right.
7. In the Service Dept field select:
   **56210 Technology Connection**
   By either typing 56210 and return or
   Selecting from the list

8. In the **Description** box, include:
   a. The Technology Connection Quote #
   b. Contact name and phone number
   c. Any additional description you wish to describe the order

   ![Image of the description field]

   **Quote** # 56555 contact John Smith, 504-555-1212, Two 13” Macbook pro laptops with AppleCare.

9. Accounting lines:
   a. In the **Accounting/Project** field enter your **account #**,
   b. in the **Natural Account** enter **8861- RECHARGE-COMPUTERS/COMPUTER-RELATED SERVICES**
   c. in the **line description** enter what you would like to appear on your budget statement
   d. In the **debit field** enter the **total amount** of the quote
   (You may split the cost between multiple accounts by entering multiple lines.)

   ![Image of the accounting lines]

   **Account/Project** | **Natural Account** | **Debit Use** | **Task** | **Award** | **Exp Type** | **GL Activity/Grant Exp Date** | **Line Description** | **Debit**
   --- | --- | --- | --- | --- | --- | --- | --- | ---
   222222 | 8861-RECHARGE | 0000 | | | | | TC56555 two 13” Macbooks for J. Smith | 2,400.00

10. Once you have completed your account information and other fields select **“Send to Service Org”**

Keep in mind additional approvals and routing may occur before your IT arrives at Technology Connection.

Revised 3/2018

Contact Us:
(504) 862-8059
tcorders@tulane.edu
techconnect.tulane.edu

Visit Us:
20 McAlister Dr. Suite 104
Lavin-Bernick Center for University Life

Authorized Campus Store