Telecommunications Web Portal Instructions

Log into Department Web Portal

- Open Internet Explorer *(the site is only supported in Internet Explorer)*
- Go to website: [http://telecom.unm.edu](http://telecom.unm.edu) and click on the Telecom Web Portal link.
- Enter your user name and password
  - User Name: Org. Number/Department
  - Password: Subscriber ID (7 digit number)
  - This information can be found on the front page of the telecommunications bill.

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For questions regarding your UNM Telecommunications bill, please call 7-1111 or email telecom@unm.edu.
Available Menu Options

- **Reports** – Access the Reports menu
- **Maintenance** - Change Password and Department Information
- **Home** - Redirects users to the login screen
- **Help** - Doesn’t contain pertinent help information at this time
- **Logout** – Logs users out of the Web Portal

**Reports**

- Click on the Reports tab in the top menu bar.
- Reports Available
  - **Usage by Index** – Produces billing information by Index Code (requires full FOPAL string).
  - **Usage by Org** – Produces billing information by Org. Code.
  - **My Reports** – Contains previously created reports. Information will be purged from this folder after 30 days.

- **Usage by Index**
  1) Select an account from the drop down menu.
     (Wait for the page to reload before selecting the next options.)
  2) Select the Output Method from the drop down menu.
  3) Click on Include Individual Detail to include bill detail. Otherwise, the report shows only summary information.
     a. The system will load the available billing periods;
     b. Patience - It will take a few seconds to load the report list.
4) Select the billing period for the report by clicking the radio buttons.
   a. Select the report to run from the drop down box (there is only one).
   b. Select <click here> to run the report.

The report will open in a new window. It may take a few minutes for the processing to complete before the data appears.
o **Usage by Org**  

1) Select a Department/Org to run from the drop down menu. (Wait for the page to reload before selecting the next options.)

2) Select the Output Method from the drop down.

3) Click on Include Individual Detail to include bill detail. Otherwise, the report shows only summary information.
   a. The system will load the available billing periods;
   b. Patience - It will take a few seconds to load the report list.

4) Select the billing period for the report by clicking the radio buttons.
   a. Select the report to run from the drop down box (there is only one).
   b. Select <click here> to run the report.

The report will open in a new window. It may take a few minutes for the processing to complete before the data appears.
o Printing and Saving reports
   ▪ To Print a report
     • Click on “Print”
   ▪ To Save a report
     • Click on “Save a Copy”

Maintenance

o My Password: Modify password for account access.

![Password Change Screen]

o My Information: Change mail stop information for the account.

![Information Change Screen]