



## 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> 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.



For questions regarding your UNM Telecommunications bill, please call 7-1111 or email [telecom@unm.edu](mailto: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.

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Usage by Index | Usage by Org | My Reports

**Select Account and Report**

This report provides detail billing information by runner account/index number.

Account:  Output Method:  ☐ Include Individual Detail

Account	Billing Date	Total	MISC	DEC	Toll	Local	Tax
Please Select an Account							

- 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.

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Usage by Index | Usage by Org | My Reports

Account	Billing Date	Total	MISC	DEC	Toll	Local	Tax
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Jul-2004	\$585.09	\$312.18	\$5.48	\$267.46	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Aug-2004	\$2,205.38	\$313.58	\$1,938.58	\$52.22	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	30-Sep-2004	\$24,976.91	\$391.73	\$24,095.31	\$525.87	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Oct-2004	\$12,342.91	\$476.15	\$6,960.92	\$4,905.94	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	30-Nov-2004	\$4,826.87	\$490.90	\$3,626.65	\$707.02	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Dec-2004	\$20,047.97	\$490.90	\$19,737.94	\$819.12	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Jan-2005	\$10,690.17	\$490.90	\$9,240.32	\$958.95	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	28-Feb-2005	\$5,261.46	\$496.40	\$3,094.79	\$1,670.27	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-Mar-2005	\$3,177.85	\$929.43	\$1,616.87	\$1,035.85	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	30-Apr-2005	\$4,146.27	\$541.40	\$2,144.92	\$1,459.95	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	31-May-2005	\$4,915.98	\$945.39	\$2,795.94	\$1,875.05	\$0.00	\$0.00
<input type="radio"/> 2U0170-212B-P181-8NACTV-127525-TELECOMMUNICATIONS	01-Jul-2005	\$25,272.74	\$552.75	\$23,117.52	\$1,602.47	\$0.00	\$0.00

Select a report to run ... and [Click Here](#) to run report.

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



- **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.

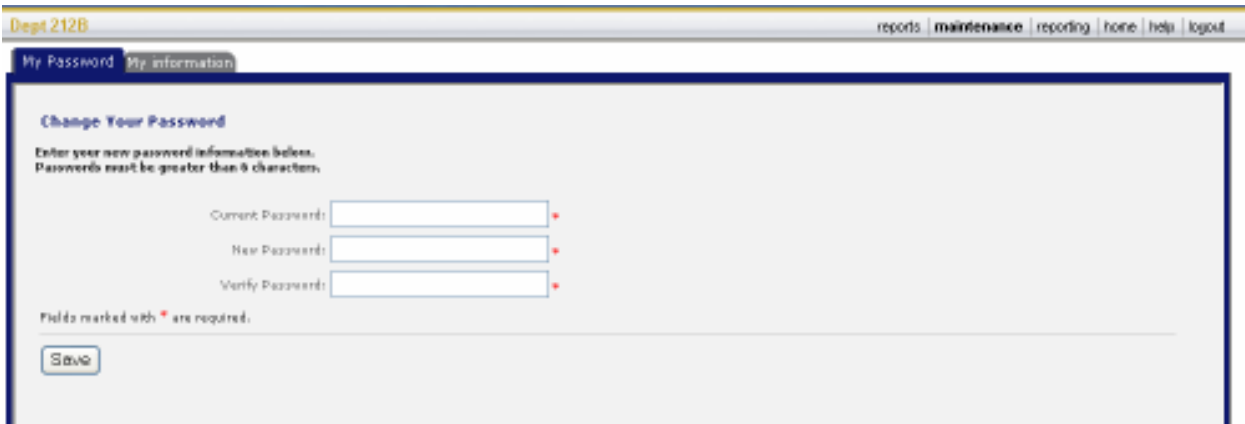
Department	Billing Date	Total	MISC	OCC	Toll	Local	Tax
212B-Telecom General Administrative	31-Jul-2004	\$599.09	\$312.15	\$9.49	\$267.46	\$0.00	\$0.00
212B-Telecom General Administrative	31-Aug-2004	\$1,711.40	\$316.28	\$1,341.93	\$93.22	\$0.00	\$0.00
212B-Telecom General Administrative	30-Sep-2004	\$29,129.31	\$399.29	\$29,199.06	\$530.97	\$0.00	\$0.00
212B-Telecom General Administrative	31-Oct-2004	\$10,048.94	\$426.63	\$4,716.63	\$4,906.28	\$0.00	\$0.00
212B-Telecom General Administrative	30-Nov-2004	\$3,036.75	\$426.45	\$1,919.15	\$691.15	\$0.00	\$0.00
212B-Telecom General Administrative	31-Dec-2004	\$22,337.96	\$426.45	\$21,080.19	\$830.92	\$0.00	\$0.00
212B-Telecom General Administrative	31-Jan-2005	\$10,612.69	\$426.45	\$9,240.32	\$946.91	\$0.00	\$0.00
212B-Telecom General Administrative	28-Feb-2005	\$6,795.76	\$430.91	\$4,694.98	\$1,670.27	\$0.00	\$0.00
212B-Telecom General Administrative	31-Mar-2005	\$3,774.07	\$422.40	\$2,205.92	\$1,035.95	\$0.00	\$0.00
212B-Telecom General Administrative	30-Apr-2005	\$9,111.95	\$432.40	\$3,215.20	\$1,495.95	\$0.00	\$0.00
212B-Telecom General Administrative	31-May-2005	\$4,875.99	\$422.40	\$2,864.52	\$1,579.05	\$0.00	\$0.00
212B-Telecom General Administrative	01-Jul-2005	\$97,160.77	\$432.50	\$99,123.80	\$1,604.47	\$0.00	\$0.00

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

- Printing and Saving reports
  - To Print a report
    - Click on "Print" 
  - To Save a report
    - Click on "Save a Copy" 

## **Maintenance**

- My Password: Modify password for account access.



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My Password My Information

**Change Your Password**

Enter your new password information below.  
Passwords must be greater than 9 characters.

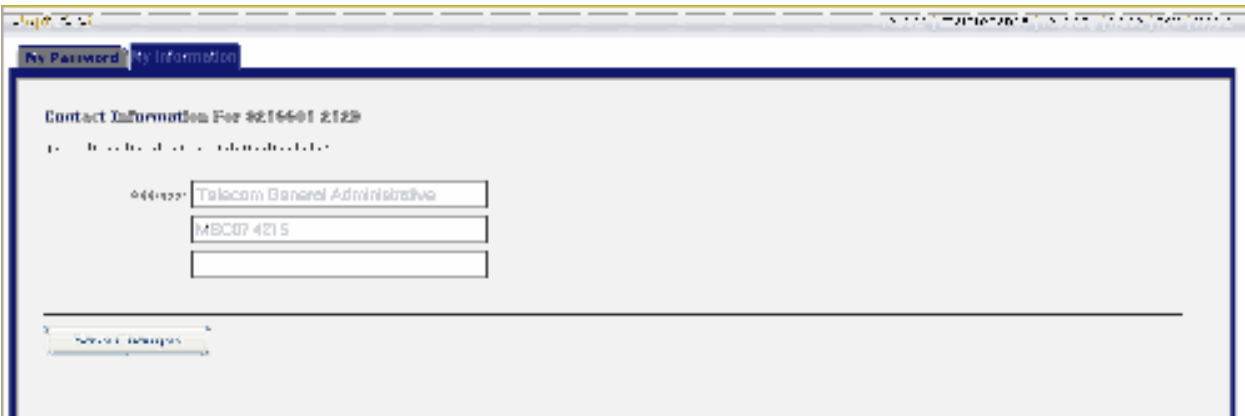
Current Password:

New Password:

Verify Password:

Fields marked with \* are required.

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



My Password My Information

**Contact Information For 4216401 212B**

Phone Number:

Telecom General Administrative

MSC07 4215