To access your phone records online


Click on the "Admin Users" link, located in the left-hand menu bar. (You may find it useful to bookmark this page.)

For the User ID: Enter your 10 digit phone number
For the password: Use your budget center code, unless you requested something different through the Business Office. Please note: many budget center codes start with a zero, and you'll need to drop that zero from the beginning of the password: for example, if your budget center is “0103”, you'll enter “103” for the login process.

Sample:
Ellie Earlham’s number is 765-983-9999; her department code is 0103, and she hasn’t requested a different password through the Business Office. Her login would look like this:

UserID: 7659839999
Password: 103

Individual users should then see the following options:

View Invoiced Calls, View Cycle-to-Date Calls, and Logout.
“ Invoiced Calls” will show the calls that have been billed to Earlham, and you can scroll back through prior months if you wish. “Cycle-to-Date” calls shows the calls made since the last billing statement.

If you are designated as a departmental or division user, you will be able to access call detail and reports for all extensions assigned to your department. Those with this level of access will likely find the “User Summary by Department” the most helpful report. Contact the Business Office if you have questions.

Once you have accessed your call detail:

If all calls are business-related: no further action is required. Your department is responsible for the amount, and we take care of the billing process in the Business and Accounting Offices.

If you have a personal call on the statement: please reimburse your department at the Cashier’s window in Carpenter Hall. You will need to know the amount you owe and the department to be reimbursed.

If you see calls to unfamiliar numbers, or calls made when you were away from your office: please notify the Business Office.

If you notice an extension that is being billed to the wrong department, please contact the Business Office.

If you need to reallocate charges for calls from one extension (for example, a fax shared by several departments); please contact Lisa Six in Accounting.

If you want to change your password, contact the Business Office at x.1411. It can take up to 24 hours for the new password to be active.