TECHNOLOGY CONNECTION
a Tulane University owned and operated enterprise

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.

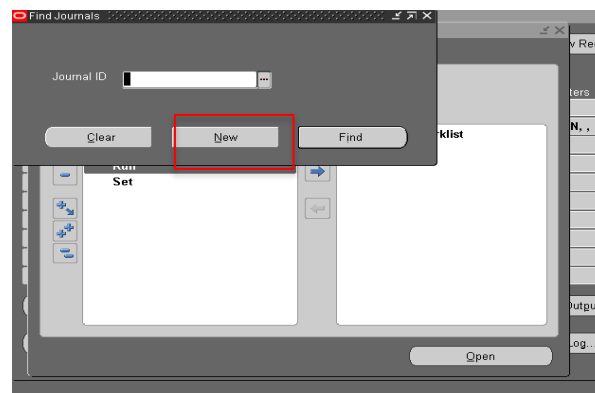2. Using the University Electronic IT system, initiate an IT.
   https://ebs.tulane.edu

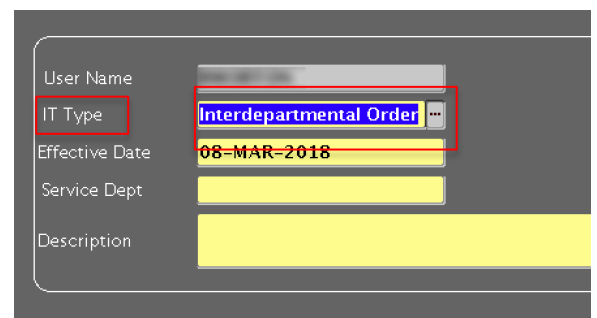3. Select TAMS EIT Application GUI – (click the "+" sign)
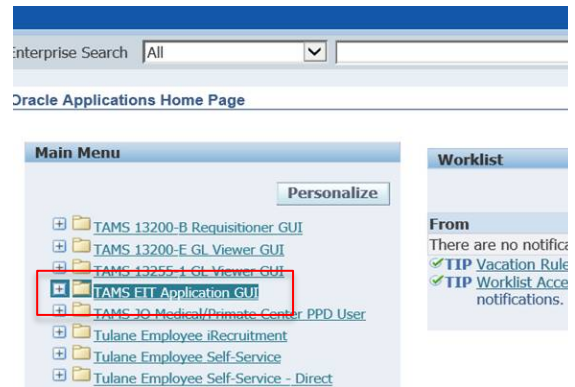
4. Select EIT process

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

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 multipe accounts by entering multiple lines.)

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

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

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

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

Tulane University

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