

# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Campus Information Technologies  
and Educational Services  
1110 Digital Computer Laboratory, MC-256  
1304 West Springfield Avenue  
Urbana, IL 61801



## **PROCEDURE TO ESTABLISH DATA CIRCUITS, T-1 OR PRI SERVICE ON THE UIUC CAMPUS FOR NON-CAMPUS ENTITIES**

A non-campus entity that needs to establish Data circuits, T-1 or PRI service on the UIUC campus has two choices: they can contact the carrier of their choice, AT&T, Sprint, MCI, etc., or CITES Communications Customer Service. Please contact CITES Communications Customer Service at 217/333-1161 for specific information, costs or questions.

The following information needs to be provided on business letterhead stationery with an authorized signature to CITES Communications Customer Service **PRIOR** to ordering the Data circuits, T-1 or PRI service from the preferred carrier, regardless of whether the service is requested from an outside carrier or CITES.

**For T1 Service:** CITES **MUST** provide the non-campus entity with the DS3 Channel Facilities Assignment (CFA) **BEFORE** ordering the T1 service.

The information below must be provided to CITES Communications Customer Service:

1. Business Name
2. Billing Address
3. Billing Contact Name and Phone number
4. Request for DS3 Channel Facilities Assignment (CFA)
5. Authorization for UIUC/CITES to bill outside entity for installation and monthly charges
6. Campus Location – Contractor Trailer, Campus Building Name, Room Number and Jack Number, etc.
7. FEIN number – Federal Employer’s Identification Number
8. On-Site/Local Contact Name and Phone Number
9. Affiliation with UIUC
10. Approximate length of time on Campus
11. Jack and Room number of the UIUC Building or authorization for installation of a new jack
12. Carrier Order Number, Circuit Numbers and Due

**DS-3 and Other Data circuits, T-1 or PRI Service:** CITES **MUST** provide the non-campus entity with the coordination and facilities needed for use on campus. The above information is needed, however, for #4; please provide the type of Data circuits, T-1 or PRI service and facilities needed for the requested service.

In order to get the Data circuits, T-1 or PRI service installed in a timely manner, the above information needs to be received in CITES Communications Customer Service as soon as it becomes available. CITES Communications Customer Service should be notified as soon as the 1) Circuit ID, 2) Order Number and 3) Due Date is available from the carrier.

If UIUC/CITES service is requested, the above information needs to be provided as soon as possible so CITES Communications Customer Service can process the request.

In most cases, CITES will complete the installation regardless of whether the service is provided by an outside carrier or CITES Communications Customer Service. Installation time will depend upon exactly what is required and may take 30 days or longer.

The request can be mailed to:  
CITES Communications Customer Service  
Rm 1110 DCL  
1304 W. Springfield Avenue  
Urbana, IL 61801

Or the request can be faxed to CITES Communications Customer Service at 217/333-9758.

Please note: Service **will not** be provided until the above information has been received in writing on letterhead with an authorized signature by CITES Communications Customer Service. Also if the CFA is not requested prior to ordering the service, the non-campus entity will have to have the Carrier redesign the T1 to come in on a CITES DS3. This will add to the installation costs and time frame.

### **COSTS:**

#### **Installation:**

CITES T1 Charges: \$300.00 - \$600.00

The installation costs above are one-time charges; UIUC CITES may charge time and materials to complete the activation. If time and materials are billed, a minimum of 1 hour @ \$47.50 per hour would be billed plus material charges.

#### **Monthly:**

UIUC T1 Charges: \$40.00 per HTU assignment per month and \$85.00 per DS3 assignment per month.

Installation and monthly charges for DS3 and other Data circuits, T-1 or PRI Services will be determined at the time the request is received by CITES Communications Customer Service.

**PLEASE NOTE: COSTS ARE SUBJECT TO CHANGE**

**TERMINATION OF SERVICE**

The non-campus entity that established Data circuits, T-1 or PRI service on the UIUC campus also needs to remember to terminate their service with CITES Communications Customer Service when they leave campus.

If CITES originally established the Data circuits, T-1 or PRI service, a letter with an authorized signature on the company letterhead needs to be sent to CITES Communications Customer Service requesting the service be cancelled. The letter can be mailed to CITES Communications Customer Service at Rm 1110 DCL, 1304 W Springfield Avenue, Urbana, IL 61801 or faxed to 217/333-9758.

If an outside carrier provided the service, the service still needs to be cancelled through CITES Communications Customer Service. The request to cancel the service needs to be sent in on company letterhead with an authorized signature at the address listed above. If CITES Communications Customer Service does not receive a written request to terminate the service, the non-campus entity will continue to be billed for the use of campus facilities.

Please contact CITES Communications Customer Service at 217/333-1161 if there are questions regarding termination of service.