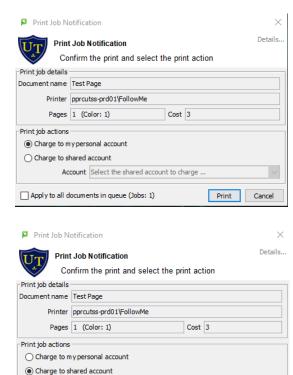# Department Shared Accounts

Shared accounts will be utilized as an option to print a job and bill it to a different department. This will allow student workers, GA's, affiliates, etc. to charge jobs to a different department. This will also give employees an option to charge print jobs to a department other than their home index if needed.

Requesting a Shared Account

1. Please submit a ticket to our helpdesk with below information.
    a. Department Name – this will be used to name the account.
    b. Department Org – this will be used for billing.
    c. Web Administrators (these are users that will manage who has access to this department account).
        i. Web Admins can grant user access by going to https://utgroupadmin.utoledo.edu
        ii. Web Admins will be responsible for adding/removing user access.
    d. (Optional) Users that will have access to this account.
    e. (Optional) If you would like to set a quota for this department shared account.

User Experience

- Access to these shared accounts will take affect the following morning after access has been granted.
- Users that are granted access to this account will receive a popup when they submit a print job. This popup will happen EVERY time from EVERY computer they print from.
- If a user would like to print and charge to their account, select the "Print" button.
- If a user would like to print and charge to the Department shared account, select "Charge to Shared Account", select the account you want to charge too, then "Print".