### Topic..... | Helpful Links.....
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New Computer Account  
Faculty and Staff Accounts are generally created automatically with payroll, but you don’t have to wait.  
| Complete an [Account Request Form](mailto:). Be prepared to enter your Supervisor’s information, along with your campus phone and office information if available. (Note: You will receive an email from DocuSign when the Account Request Form is complete. Refer back to this document to obtain your account username and temporary password.)
Access Pitt Resources  
All first time users will go through a setup process upon first login. This includes setting up Multifactor Authentication (below).  
| [https://my.pitt.edu/](https://my.pitt.edu/)
| Learn more about My Pitt Here:  
  | [https://www.technology.pitt.edu/services/my-pitt](https://www.technology.pitt.edu/services/my-pitt)
Multifactor Authentication  
| [https://www.technology.pitt.edu/services/multifactor-authentication-pitt#mfa_getstarted](https://www.technology.pitt.edu/services/multifactor-authentication-pitt#mfa_getstarted)
Pitt Email on Phone or Tablet  
| [Pitt Email (Outlook) on your phone or tablet](https://www.technology.pitt.edu/services/multifactor-authentication-pitt#mfa_getstarted)
Office Computer  
Log into your office computer using your Pitt credentials. If you do not have a Pitt account, please see the “New Computer Account” section above. To configure your email, open Microsoft Outlook and enter your Pitt email address and password when prompted.  
| [https://my.pitt.edu/](https://my.pitt.edu/)
| Learn more about My Pitt Here:  
  | [https://www.technology.pitt.edu/services/my-pitt](https://www.technology.pitt.edu/services/my-pitt)
Systems or File Share Access  
Office Phones  
- Voice Mail to Email setup  
- Voice Mail Password Reset  
- Change Display Name on Caller ID  
Telephone FAQs  
| [Telephone FAQs](https://www.upb.pitt.edu/directory)
Telephone Directory  
If printing, be sure to select the “Fit to Page” setting.  
| [Telephone Directory](https://www.upb.pitt.edu/directory)
Faculty and Staff Directory  
| [https://www.upb.pitt.edu/directory](https://www.upb.pitt.edu/directory)
Update Telephone Directory Info  
| [Directory Information Update Form](https://www.upb.pitt.edu/directory)
Instructional Support  
Copiers  
You will be prompted to enter a copier code to use campus photocopiers and printers in some instances.  
| Contact CTM
More Information Online  
| [https://www.upb.pitt.edu/administrative-offices/technology-services](https://www.upb.pitt.edu/administrative-offices/technology-services)
Other Technology Questions or Issues  
| Open a ticket.  