Telephony Service Request Instructions

Log in to HEAT Self Service portal with your network login to request the purchase of your telephone. 

https://uncp.saasit.com/

After logging in, select **Service Catalog**. Under Browse by Category, click **All categories**. Then click **Telephone Request**.
Next, select Intended Use. Please fill in appropriate information and click **Continue**.

Check the box next to the device you are requesting and click **Continue**.
Complete the Location information for the device and click **Continue**.

Enter the fund code for this purchase and click **Continue**.
Please review and if the information is correct, click **Submit**.

When it is successfully submitted, you should get the Service Request creation completed message shown below.