



ONLINE CALENDAR SERVICE

INFORMATION SERVICES & TECHNOLOGY
Client Services

Sign Up or Change in Departmental COA

Instructions: Use this form to **sign up** for the CalAgenda online calendar service or to **change** your department's Chart of Account information. The authorizing signature should be that of the person who directs the administrative activities of the department. Download this form from your browser, complete all the necessary information, and return it to User & Account Services.

Department _____ Date _____

New Service COA string change

Only new Sign Ups need to fill out this box.

CalAgenda Administrator(s) and Technical Support Provider(s)

This person(s) is authorized to administer (change, add, or delete) our department's CalAgenda accounts:

Name _____

Phone _____ Email _____

(Send email to calagenda-admin@berkeley.edu to add, modify or delete accounts. See the Web site for details on adding new accounts.)

This person(s) or group will provide technical support for our department's CalAgenda accounts:

Name _____

Phone _____ Email _____

(The email address will be added to the CalAgenda Tech Support mailing list.)

Charge to General Ledger account:

Bus Unit	BFS Account	Fund	Org Code	Prog	Project	Flex
<input type="text"/>	5 6 0 1 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Departmental Authorization

Name _____

Title _____

Phone _____ Email _____

Signature _____

Return form to: Client Services – Service Desk Phone: (510) 642-8500 (option 2-2)
2484 Shattuck Ave, 3rd floor Fax: (510) 643-8245

For Client Services use only

Date data entered _____ Initial _____ Date forwarded to CS:SD _____