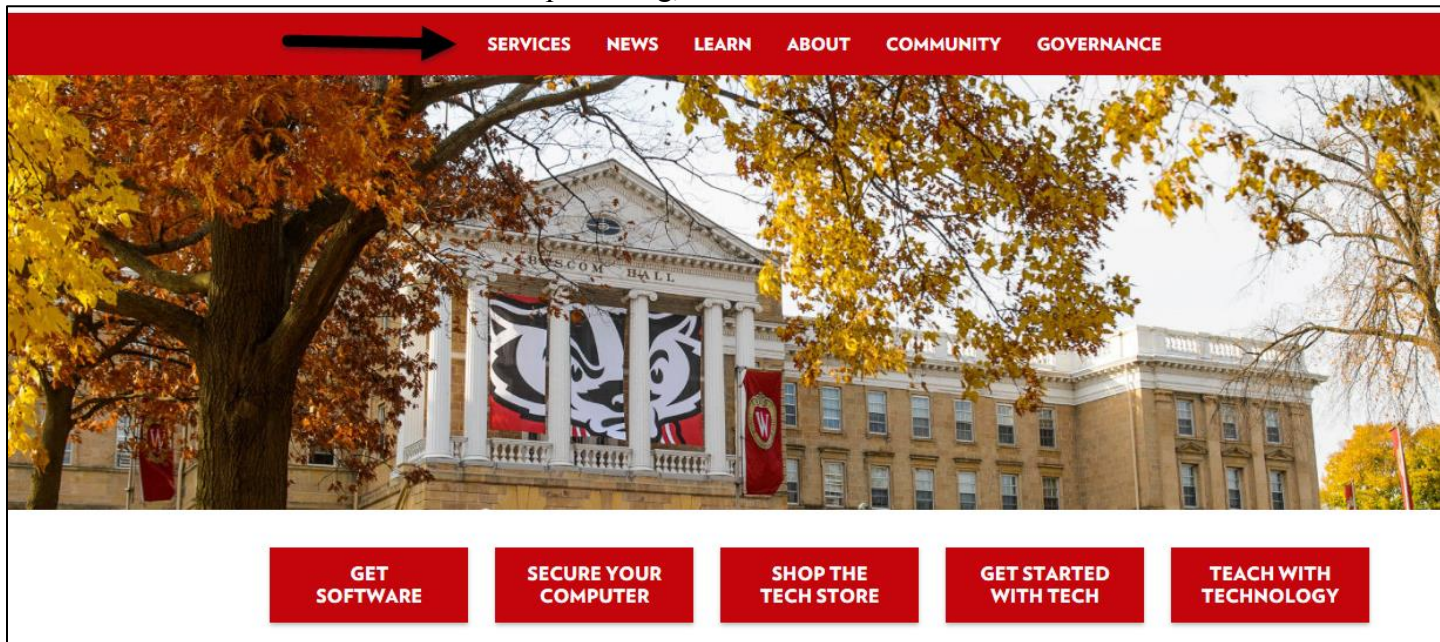


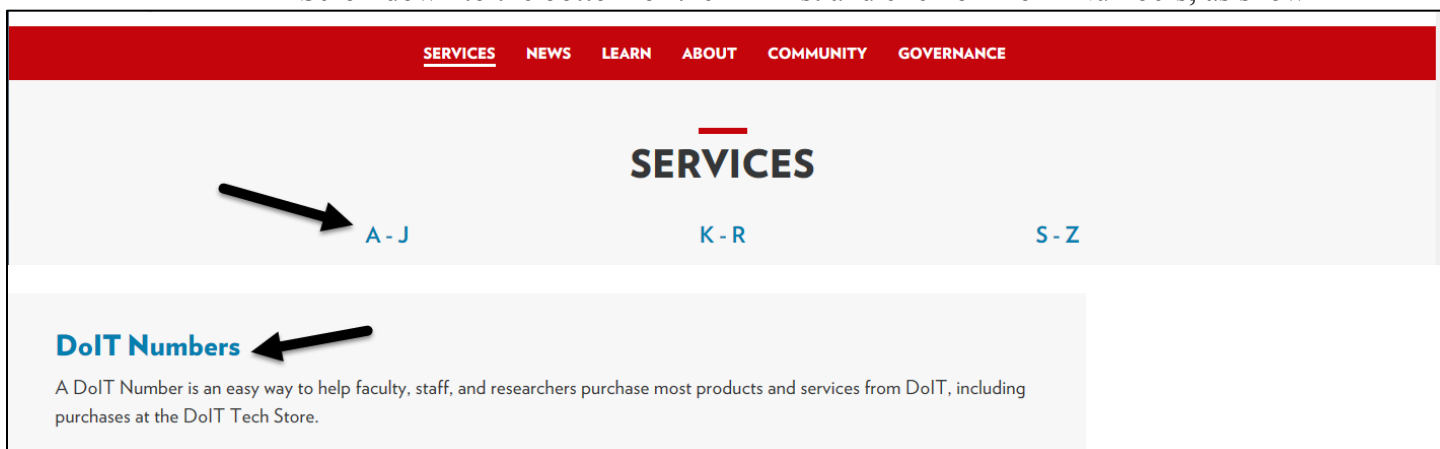
DOIT # ACCESS/REGISTRATION process:

In order to have access to update or create DoIT #'s, you will need to go to: www.it.wisc.edu/

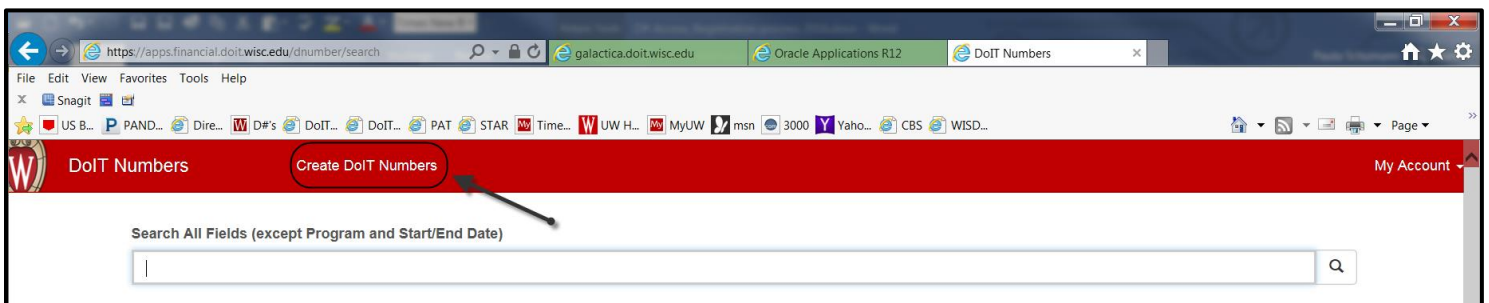
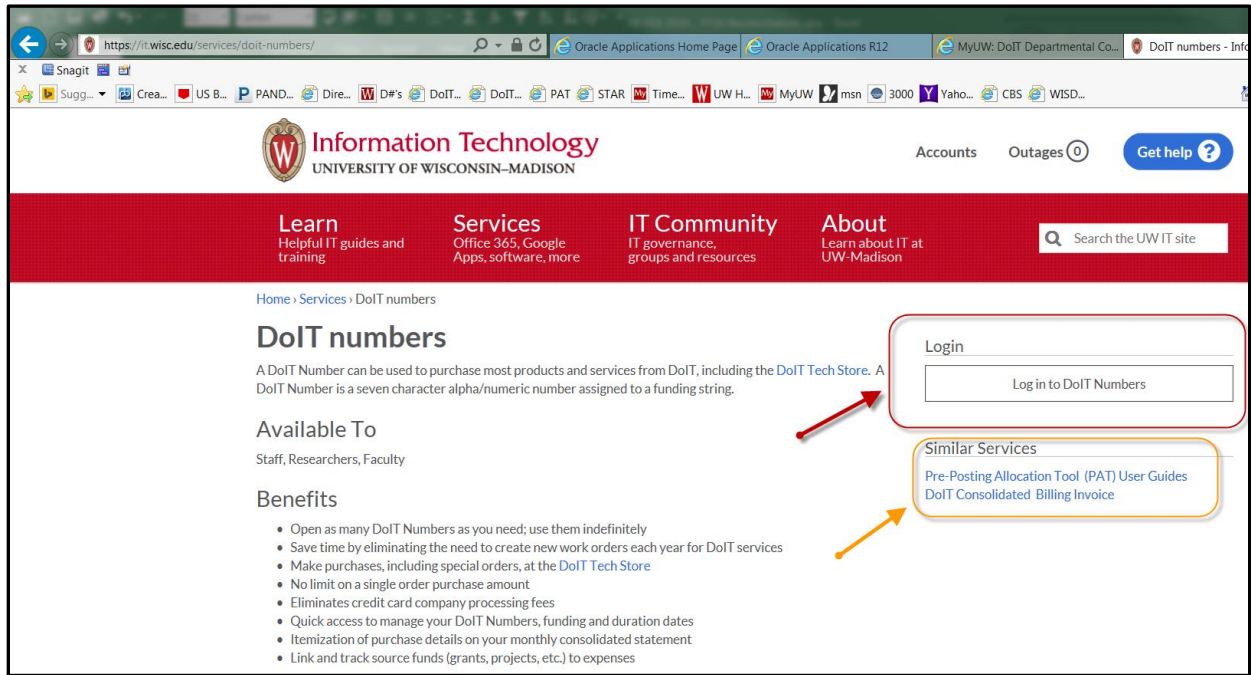
- Services
 - Click on the Services title, as shown
 - Click on the “D” alpha string, as shown



- Scroll down to the bottom of the “D” list and click on DoIT Numbers, as shown



- Click in the “Log in to DoIT Numbers” box
 - The bottom of this page has information on what is needed to register.
 - **NOTE** the available links here, circled in yellow, for additional information on:
 - Pre-Posting Allocation Tool (PAT) User Guides
 - DoIT Consolidated Billing Invoices



- Click the “Create DoIT Number” link on the red ribbon to open the registration page.
 - When registering, the UDDS range must contain the UDDS # that you are pay-rolled from.
- When you have completed the above process, you will receive e-mail confirmation that your registration was successful.
- You will need to log out of the D# web site and log back in to be able to create/edit.

Contact us at billing@doit.wisc.edu if you need assistance