



How to Request a Mobile Device (Faculty/Staff Only)

Jayson Perez - 2024-07-12 - Comments (0) - Mobile Devices

Policy Statement

- The University will provide Brown-owned cellular devices to employees with valid business needs for such devices. A University-issued device must be authorized by the employee's manager and cost center manager for academic and administrative departments, and must be purchased from the list of approved devices through the Office of Information Technology (OIT) and serviced under the University's corporate account program managed by OIT. Payment for these devices are the responsibility of the academic or administrative unit.

**Click on the following link to read more about [Cellular Communication Devices Policy](#).

Instructions

1. Log into **Workday**
2. Go to **Requests**
3. Click on **Create Request**
4. Click on **All** and scroll down to choose **Telecommunications Device Request**, then click **OK**
5. The list for [Approved Cellular Devices](#) will be linked in the order form
6. Fill in the information for each section
 1. Indicate whether the request is for yourself or someone else
 2. If it is an upgrade to an existing device, include the current telephone number of the device you are requesting to upgrade
 3. Provide details about the device type that you are selecting
 4. Provide funding source (e.g., cost center, grant account, etc.)
 5. Provide shipping information
7. Once the form is completed, click **Submit**

Contact the Office of Information Technology - Hardware Services team at oit-hardware-services-request@brown.edu if you have any questions or concerns.