



## Getting a Phone Account Code

In order to make long distance phone calls, dial 9+1+the phone number + your individual account code. If you don't know your account code, follow the instructions below to access it.

1. Go to <http://apps.ni.edu/> and click **Technology Billing**.

### WEB APPLICATIONS

Northland provides access to several services that you may find useful during your time at Northland. Please check out the various applications we offer.

#### Technology

- [Northland International Assist](#): NIA provides access to course registration, grades, finances, and academic planning functionality of our campus.
- [Northland Email](#): Check your email from anywhere in the world using Outlook Web Access
- [Technology Billing](#): View your phone bill and technology related charges.
- [PaperCut](#): Maintain your printing account for the lab printers.




#### Student Forms

- [Student Confirmation Form](#): Students who intend to matriculate at Northland must complete the student confirmation form for every fall semester.

2. Enter your Northland credentials, making sure that **Personal** is selected, and then click **Authenticate**.

3. If you have not been on this site before, a page will pop up that says, "A personal account has not been set up for <username>." Click **Request personal account code** to continue. If you have to request a code, it will be available after 9 a.m. on the next business day for off-campus calls. If you have requested a code in the past, it is already available.

 <b>Northland Technology Billing</b>	
<a href="#">Logout</a>	<p>A personal account code has not been setup for . A personal account code is required to utilize the technology billing system, including purchasing additional lab printing units.</p> <p style="text-align: center;"><a href="#">Request personal account code</a></p> <p style="text-align: center;"><i>Work account codes must be requested by the department telecommunications liason. Ask your director or office manager for assistance.</i></p>

4. Click ***View Account Code***. This will take you to a page where you will see your five-digit account code in **blue**.

<p><a href="#">Account Summary</a></p> <p><a href="#">View/Purchase Lab Printing Units</a></p> <p><a href="#">Technology Charges</a></p> <p><a href="#">Long Distance Detail</a></p> <p><a href="#">Long Distance Rates</a></p> <p><a href="#">View Account Code</a></p> <p><a href="#">Logout</a></p>
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