

Long Distance Authorization Codes

The CSU telephone network requires the use of Long Distance Authorization Codes to place long distance calls. In accordance with CSU policy, long distance codes are assigned as unique numbers to each person on campus desiring long distance service. All long distance users are held responsible for charges made with their respective code regardless of whether they placed the call in question or not. If your long distance code is lost or you suspect someone else is using it, please contact your direct supervisor or The HUB.

Important Information regarding your Long Distance Authorization Code

- Do not share your long distance code with anyone.
- Encourage others to obtain their own code from their direct supervisor.
- Never give out your code to anyone else.
- State law makes public employees personally liable for the improper use of public funds or resources.
- Failure to comply with these restrictions could subject employees to civil fines, personal liability, and appropriate disciplinary action.

Long distance codes can be obtained for faculty and staff by contacting your supervisor, director, Dean or Vp.

For help making a domestic or international call please check see our [dialing instructions](#).