

Request to Add ID Badge to Copitrak Copy Management System

Please complete the form below and email back to Copysrv@uth.tmc.edu

Requester Contact Information

Full Name:

Department:

Phone:

Person to be added to Copitrak

Full name of person being added:

Employee ID Number:

Login User ID:

UT Badge Number*:

*Most UTH Badge Numbers are either 7 or 8 digits (some older badges though have only 6 or as many as 9 digits), and are found on the back of your badge in the lower right beneath the magnetic strip. The Badge Number is that portion of the code not containing a hyphen, letter, or other non-numeric character.

