

DTN

As of August 31, 2017 we are using a new system for creating Departmental Transaction Numbers (DTN). The new system functions basically the same as the old one and contains all DTN records from the old system. The new system will generate numbers beginning with "17" for the 2017-2018 fiscal year.

To use the new DTN system you must first login to the LBJ site at <https://lbj.utexas.edu/user>. Some LBJ staff already have user accounts on the LBJ site for creating events and room reservations or editing other pages. If you are one of these people you can use the same login link and username/password that you already use on the site.

Once you are logged in to the LBJ site click the "DTN" link in the top menu bar or follow this link: <https://lbj.utexas.edu/dtn>.

Your username on the LBJ site is your first initial and last name with no spaces or caps, e.g. Mason Jones would be "mjones". If you are logging in to the LBJ site for the first time please email me at lbjweb@austin.utexas.edu and I will send you the temporary password. You will NOT use your EID to login to the site.

If you have any problems logging in to the LBJ site or using the DTN system please email lbjweb@austin.utexas.edu.