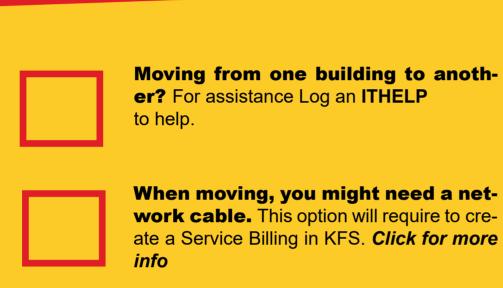
Please note

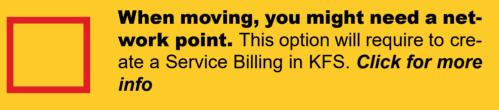
IT is not responsible for the physical move, of any office equiptment including Pc's, printers etc.



CHECKLIST

PLAN YOUR MOVE







Option 1: analog phone? You may purchase a new instrument if one is not available to you in the new office. To help with the process, please use the *Application form*. Want to keep your number? See User Responsibilities

Option 2: digital phone? You may purchase a new instrument if one is not available to you in the new office. To help with the process, please use the *Application form.* Want to keep your number? See User Responsibilities

Moving inter campus, keep the following in mind:

Moving from one campus to another?

See the options below:

- 1) Visit HR to rectify your personal detail
- 2) Log an **ITHELP** specifying your:
 - * Building number
 - * Office number
 - * OE code
- 3) Supply the name of the employee previously using the office phone you are going to use.











Need more help?