

Please note

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



CHECKLIST

PLAN YOUR MOVE



Moving from one building to another? For assistance Log an ITHelp to help.



When moving, you might need a network cable. This option will require to create a Service Billing in KFS. [Click for more info](#)



When moving, you might need a network point. This option will require to create a Service Billing in KFS. [Click for more info](#)



Two phone types available to choose from:



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?

MAFIKENG CAMPUS
Building A1, Room 131
(+27 18) 389 2370/1

POTCHEFSTROOM CAMPUS
Building F20, Room 111
(+27 18) 299 2700

Vaal TRIANGLE CAMPUS
Building 8, Room 120
(+27 16) 910 3321/4