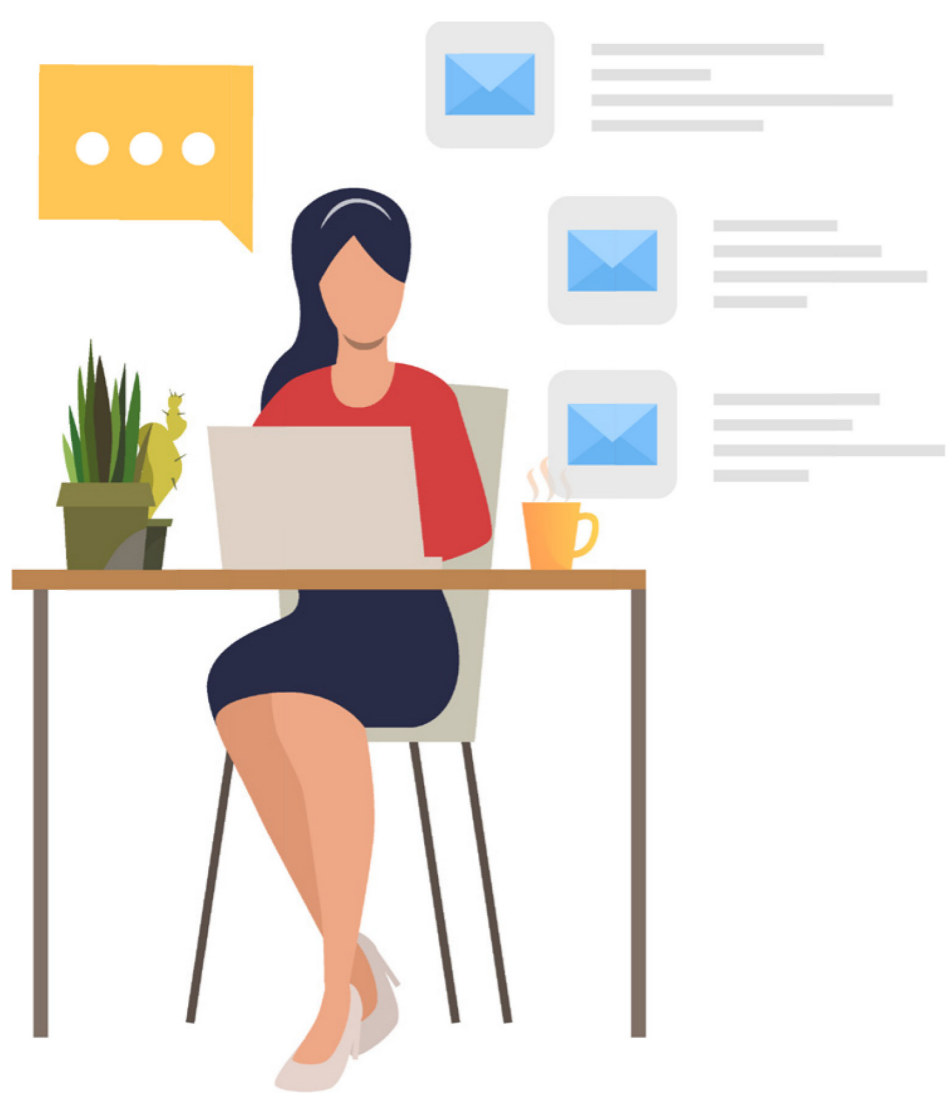# User Guide: IT Services

New employee?

Staff members are automatically registered on the NWU network and provided with a NWU number once their record has been processed by Human Capital.
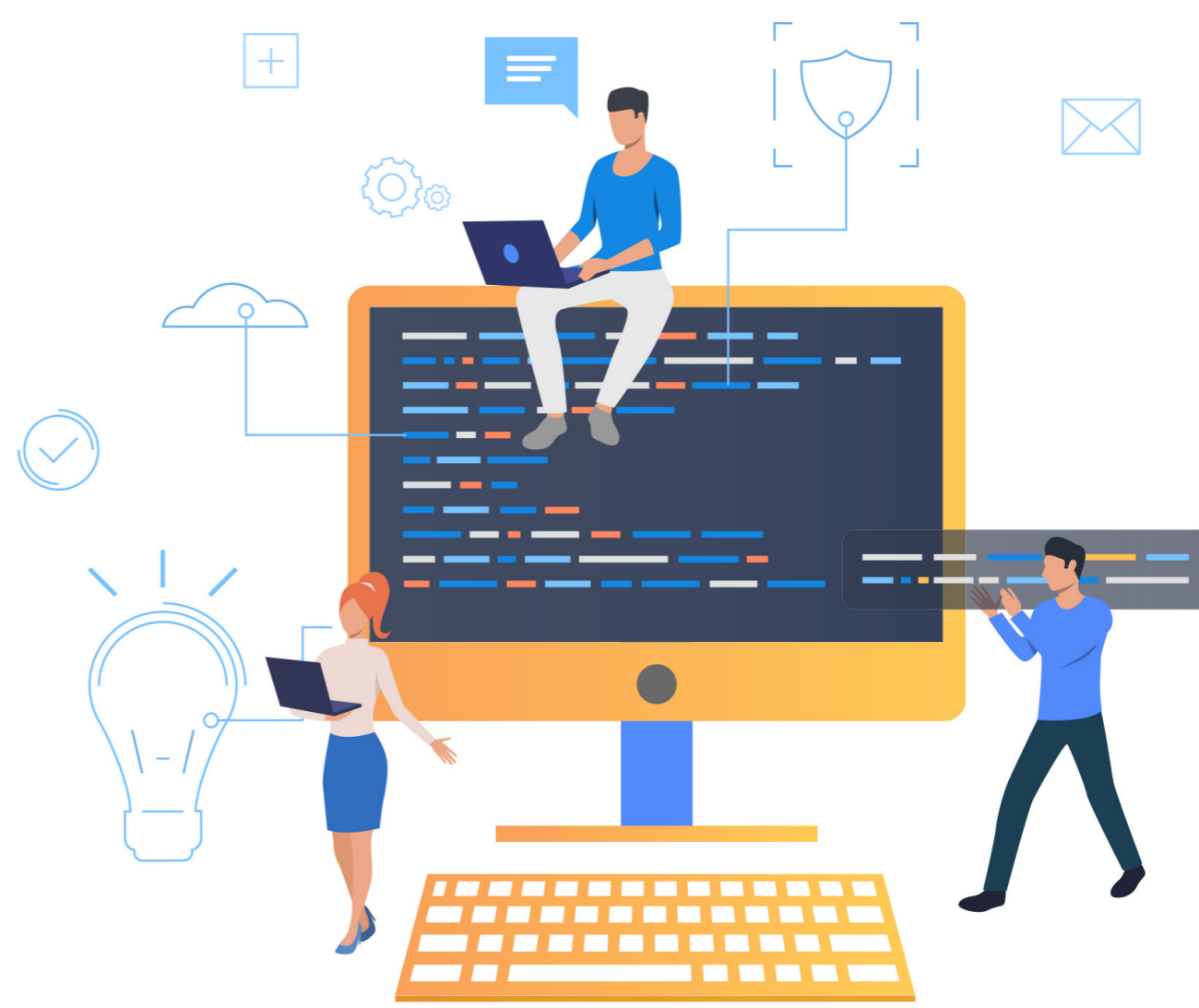
First time: Logging into the network?

What is your password?

RSA NUMBER OF PASSPORT NUMBER

AFTER LOGIN

What can you expect? Take note of the following. Please visit this link to have an idea of what is available to you. http://services.nwu.ac.za/information-technology/it-staff-services.

RESPONSIBILITIES

Human Captial has to activate the staff record and provide a NWU number before registration on the NWU network can take place. It is the responsibility of the new staff member's department to ensure that Human Capital processes the staff record.

Resignation

What happens to your NWU number?

AUTOMATIC DEACTIVATION AFTER 30 DAYS

Report
A problem use this info

Log a ticket or contact your IT Service Desk. Alternatively you may also visit our contact us page. Use the following link: http://services.nwu.ac.za/information-technology/contact-it