

## 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.

VISIT THIS PAGE

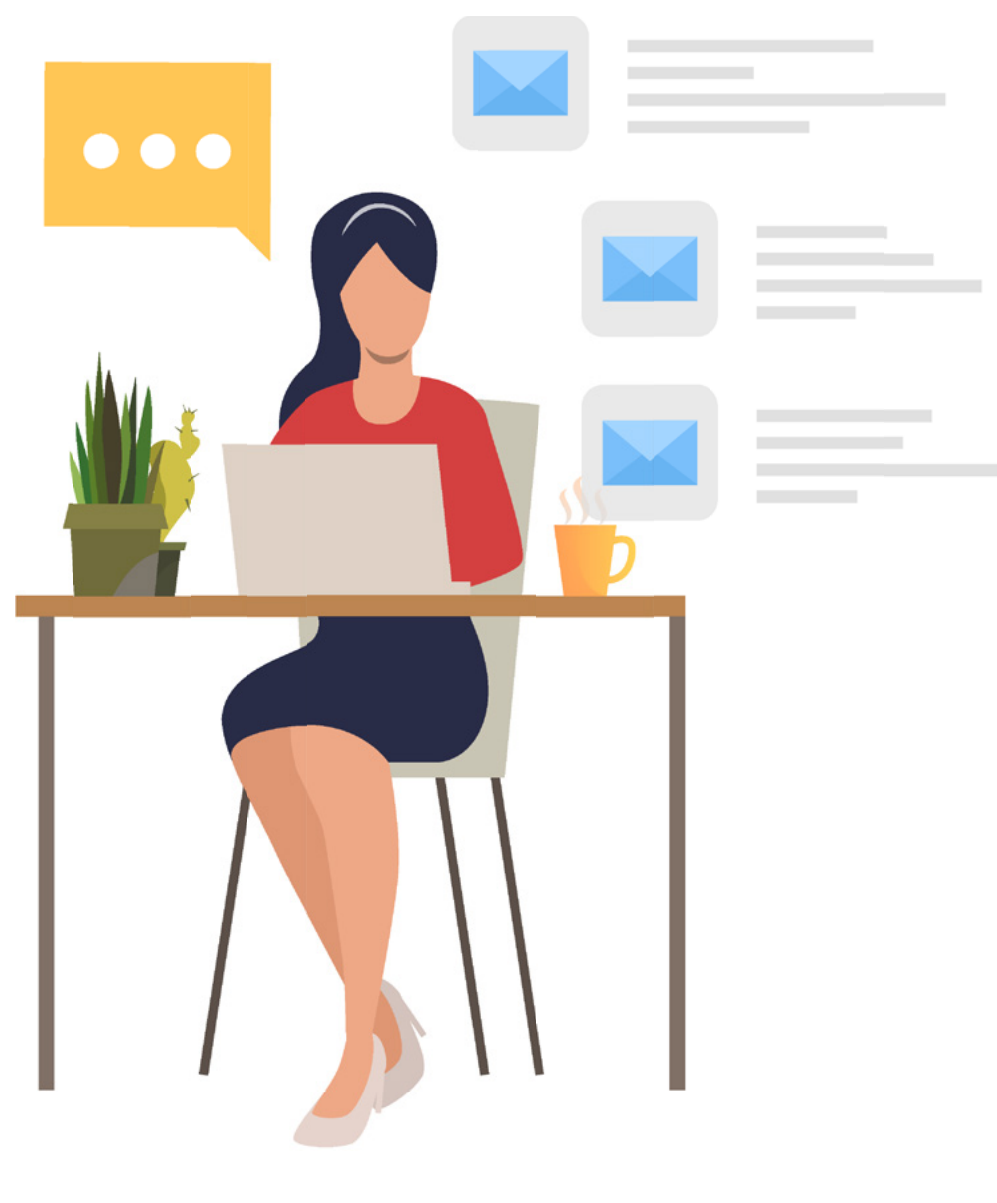
<http://services.nwu.ac.za/it/sc/staff-registrations>



## First time: Logging into the network?

### What is your password?

**RSA ID NUMBER OR PASSPORT NUMBER**

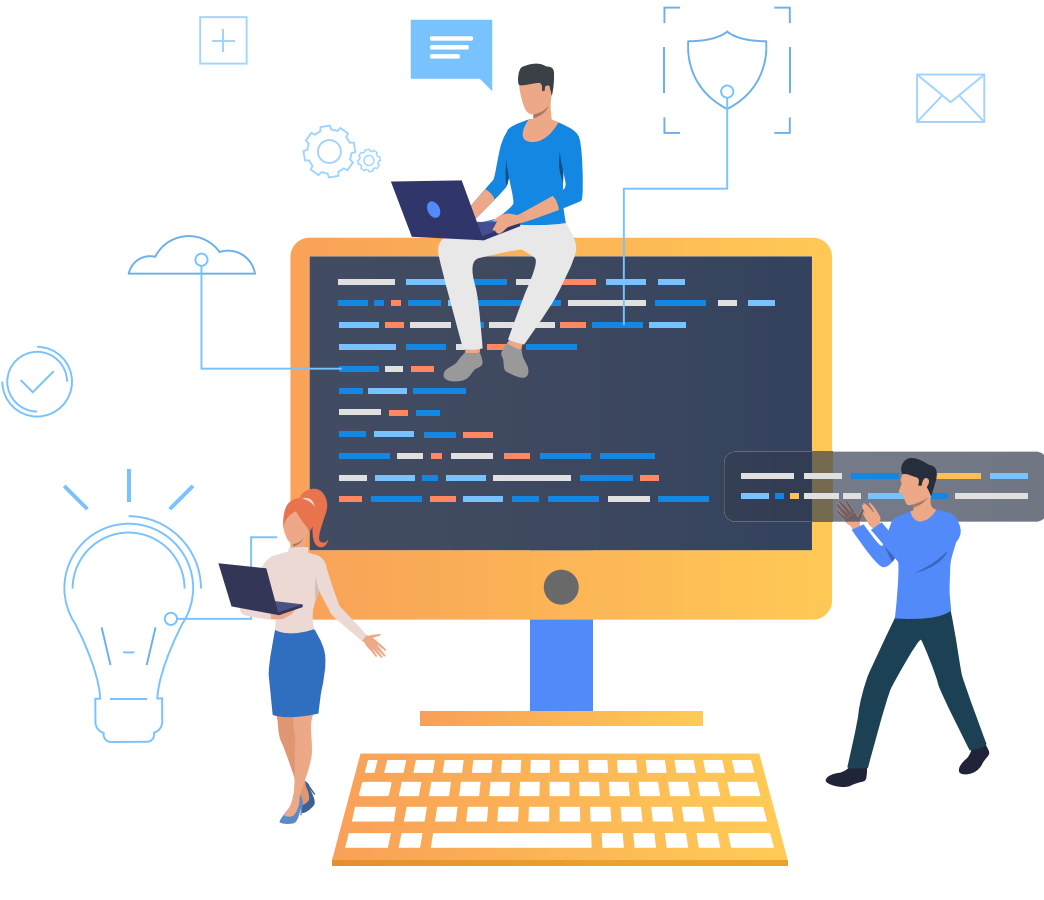


## After log in...

### What can you expect?

**WHICH IT SERVICES ARE AVAILABLE?**

Staff automatically receive access to the following services; see link below.



VISIT THIS PAGE

<http://services.nwu.ac.za/information-technology/it-staff-services>

## Responsibilities

### Action of staff record

**TAKE NOTE**

Human Capital 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.

VISIT THIS PAGE

<http://services.nwu.ac.za/it/sc/staff-registrations>

## Resignation

### What happens to your NWU number?

**AUTOMATIC DEACTIVATION AFTER 30 DAYS**



## Assistance

### Need more help?

**USE THE FOLLOWING OPTIONS**



Log a [ticket](#) or contact your [IT Service Desk](#).