



**Vaal University of Technology**

*Your world to a better future*



## **IT SERVICES**

### **APPLICATION FOR A NEW ITS USER**

EMPLOYEE NAME : \_\_\_\_\_

PERSONNEL NO : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

EXT NO : \_\_\_\_\_

DATE : \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: APPLICANT

\_\_\_\_\_  
SIGNATURE: LINE MANAGER

***NB: It remains the responsibility of the Line Manager to inform IT Services of resignations and transfers. All applicants who have access to the ITS are required not to disclose their passwords to anyone.***

RECEIVED BY:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

PROCESSED BY:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ITS username

\_\_\_\_\_  
Applicants Function