



IT Services

• +27(0)16 950 9111 • it_support@vut.ac.za



Inspiring thought. Shaping talent.

STAFF SELF-SERVICE HOW TO APPLY FOR SERVICES OFFERED BY IT SERVICES USING ADOBE SIGN WORKFLOWS

Important: IT Services recommends using Google Chrome.

Click <u>here</u> to sign into Adobe.

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1. Applicant Process

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APPLICATION F	OR A NEW ITS USER	
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PERSONNEL NO : 0000001		
DEPARTMENT :. IT Services		
EMAIL ADDRESS : js@vut.ac.za		
EXT NO :. 0001		
DATE : 04 Jun 2022		
X		
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2. Applicant Manager Process

The applicant Manager will receive the below email.

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ignature requested on "New ITS User Application Fo	rm"	
Some content in this message has been blocked because the sender i	on't in your Safe senders list. I trust content from adobesign@adobesign.com.) Show blocked content	
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View the form and make sure that it is in order and completed correctly.



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	SIGNATURE OF	APPLICANT	SIGNATURE OF LINE MANAGER			<u> </u>
	NB: It remains transfers. All a anyone.	the responsibility of th pplicants who have acc	e Line Manager to inform IT Services of resignations and ess to the ITS are required not to disclose their passwords to			
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	NAME & SIGNATURE DATE	
	By signing, I spee to this agreement, the <u>Commer Disclosure</u> and to do business electronically with ASALDIT - Vial University of Technology.	CLICK HERE

The form will automatically be sent to the IT administrator to process your request.



Process completed.

If you require further assistance:

Contact Help Desk

it support@vut.ac.za

NB: 24hr turnaround time for emails.

016 950 9111

Operating Hours:

07:45am – 4:30pm Weekdays

Closed on Weekends

Closed on Holidays