



KAUST PHONE REQUEST FORM

Section (A) Requester Information			
Request Date			
User Type	<input type="checkbox"/> Staff/Faculty <input type="checkbox"/> Contractor <input type="checkbox"/> Student <input type="checkbox"/> Business Visitor		
Full Name (FN, LN)*		KAUST ID	
Domain User Id*		Tel/Ext. <i>(If applicable)</i>	
Mobile		Mac Address <i>(Required for Deactivate)</i>	
Location <i>(Building - Level - Room/WS)</i>		Cost Center/WBS	
Email Address		Department	
Bill To	<input type="checkbox"/> User <input type="checkbox"/> Department <input type="checkbox"/> Vendor		
Section (B) Request Information			
Phone Type	Request Type	Dialing Access	Phone Features
<input type="checkbox"/> Business <input type="checkbox"/> Residence	<input type="checkbox"/> New <input type="checkbox"/> Reassignment <input type="checkbox"/> Deactivation <input type="checkbox"/> Relocation	<input type="checkbox"/> Internal <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International	<input type="checkbox"/> Phone Lock <input type="checkbox"/> Voice Mail
Section (C) If Selected Business & Relocation			
Old Office		New Office	
Location	Phone Number	Location	Phone Number (if exist)
Section (D) If Selected Residence & Relocation			
Old House		New House	
Location	Phone Number	Location	Phone Number
Section (D) Instructions and Approvals			
<ol style="list-style-type: none"> 1. Email the complete form to ithelpdesk@kaust.edu.sa 2. Manager approval is required for new Business line and to activate national service. VP approval is required for international service. Please send the approval email to IT Helpdesk. 3. Your request for new Business line will be processed within 3 days. 4. Mac Address of the phone is available at the back. 5. For new Business line and reassignment, please provide manager approval <p>For any other enquiries, please contact IT Service Desk at ithelpdesk@kaust.edu.sa or call 910</p>			