



**VAAL UNIVERSITY  
OF TECHNOLOGY**  
*Inspiring thought. Shaping talent.*

### IT Services

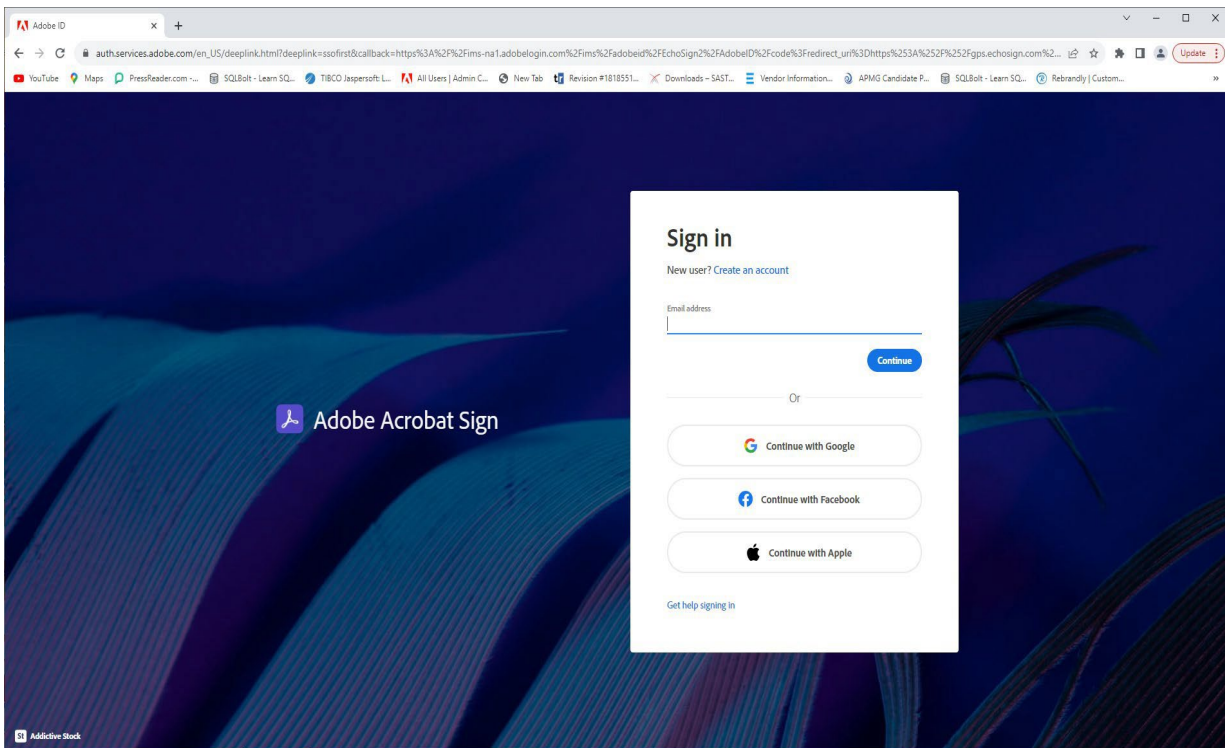
- +27(0)16 950 9111
- it\_support@vut.ac.za



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

**Important: IT Services recommends using Google Chrome.**

Click [here](#) to sign into Adobe.



# Sign in


New user? [Create an account](#)


Email address


Type your  
VUT Email

Continue

Or

 Continue with Google

 Continue with Facebook

 Continue with Apple

# Sign in

New user? [Create an account](#)


Email address


js@vut.ac.za


Continue

CLICK HERE

Or

 Continue with Google

 Continue with Facebook

 Continue with Apple

# Select an account

Email address  
mapinet@vut.ac.za



Personal Account



Company or School Account





**VAAL UNIVERSITY  
OF TECHNOLOGY**

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Sign in

Type your  
VUT Email and  
Email Password

someone@example.com

Password

Sign in

CLICK HERE

Welcome, JOHN SMITH

9 IN PROGRESS

4 WAITING FOR YOU

EVENTS AND ALERTS



Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signatures

Start from library

CLICK START FROM LIBRARY

## Start from library

Library

Recent Templates

Templates

**Workflows**

Search

Name	Last Modified
Account Workflows	
Request Access To VUT SMS Application	11/20/2023
New ITS User Application Form	01/25/2024
HR - APPLICATION FOR DEPENDANT STUDY SUPPORT	01/29/2024
ITS Extraction Form	01/25/2024
VPN Request Form	01/25/2024
New Resource Email Form	01/25/2024

Cancel Start

# 1. Applicant Process

Start from library

Library

Recent Templates

Templates

**Workflows**

Search

Name Last Modified









Account Workflows

- Request Access To VUT SMS Application 11/20/2023
- New ITS User Application Form 01/25/2024
- HR - APPLICATION FOR DEPENDANT STUDY SUPPORT 01/29/2024
- ITS Extraction Form 01/25/2024
- VPN Request Form 01/25/2024
- New Resource Email Form 01/25/2024

Cancel Start

**Click/Select the Workflow you wish to use.**

## Start from library

Library Recent Templates Templates <b>Workflows</b>	 Search	
	<b>Name</b>	<b>Last Modified</b>
	 Account Workflows	
	 Request Access To VUT SMS Application	11/20/2023
	 <b>New ITS User Application Form</b>	<b>01/25/2024</b>
	 HR - APPLICATION FOR DEPENDANT STUDY SUPPORT	01/29/2024
	 ITS Extraction Form	01/25/2024
	 VPN Request Form	01/25/2024
 New Resource Email Form	01/25/2024	

Cancel

Start

CLICK HERE



# New ITS User Application Form

How this workflow works?

[Click more for detailed instructions...](#)

Send from: Default Group (Primary Group) ▼

**Click MORE for instructions to use the Workflow.**

[more](#) ▼

**CLICK HERE**

## Recipients



### Applicant\*

	Enter recipient email	<span>▼</span> Email
--	-----------------------	----------------------

### Manager\*

	Enter recipient email	<span>▼</span> Email
--	-----------------------	----------------------

### IT Admin Received\*

	<span>ITSGroupAdobe@vutcloud.onmicrosoft.com</span>	<span>▼</span> Email
--	---	----------------------

### IT Admin Approver\*

<input checked="" type="checkbox"/>	<span>ITSGroupAdobe@vutcloud.onmicrosoft.com</span>	<span>▼</span> Email
-------------------------------------	---	----------------------

### Document Name \*

# New ITS User Application Form

How this workflow works?

[Click more for detailed instructions...](#)

Read & follow instructions.

Applicant: Type Staff Email Requesting Service

Line Manager: Type Applicant Manager's Email

IT Admin: IT Admin Processing the Request (Do not edit)

Click send to submit the request

Send from: [Default Group \(Primary Group\)](#)

[less ^](#)

## Recipients

Applicant\*



Enter recipient email



▼ Email

Manager\*



Enter recipient email



▼ Email

IT Admin Received\*



[ITSGroupAdobe@vutcloud.onmicrosoft.com](mailto:ITSGroupAdobe@vutcloud.onmicrosoft.com)



▼ Email

IT Admin Approver\*

Applicant\*



[Myself](#)



▼ Email

Manager\*



[yh@vut.ac.za](mailto:yh@vut.ac.za)



▼ Email

IT Admin Received\*



[ITSGroupAdobe@vutcloud.onmicrosoft.com](mailto:ITSGroupAdobe@vutcloud.onmicrosoft.com)



▼ Email

IT Admin Approver\*



[ITSGroupAdobe@vutcloud.onmicrosoft.com](mailto:ITSGroupAdobe@vutcloud.onmicrosoft.com)



▼ Email

Document Name \*

New ITS User Application Form

Options



Set Reminder

Message \*

Good Day

Please Fill and Sign the Application Form.

**Document Name \***


New ITS User Application Form


**Message \***

Good Day


Please Fill and Sign the Application Form.

**Files**


Document \*  New ITS User Application Form


**Options** 

Set Reminder

**Send**  **CLICK HERE**

Adobe Acrobat Sign


Options ▾ New ITS User Application Form 

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**IT SERVICES**

**APPLICATION FOR A NEW ITS USER**

**EMPLOYEE NAME:**

**Follow the arrows** 

**Click start And fill in all blank blocks.**

### IT SERVICES

#### APPLICATION FOR A NEW ITS USER

**EMPLOYEE NAME** : John Smith  
**PERSONNEL NO** : 0000001  
**DEPARTMENT** : IT Services  
**EMAIL ADDRESS** : js@vut.ac.za  
**EXT NO** : 0001  
**DATE** : 04 Jun 2022



**SIGNATURE OF APPLICANT**

**SIGNATURE OF LINE MANAGER**

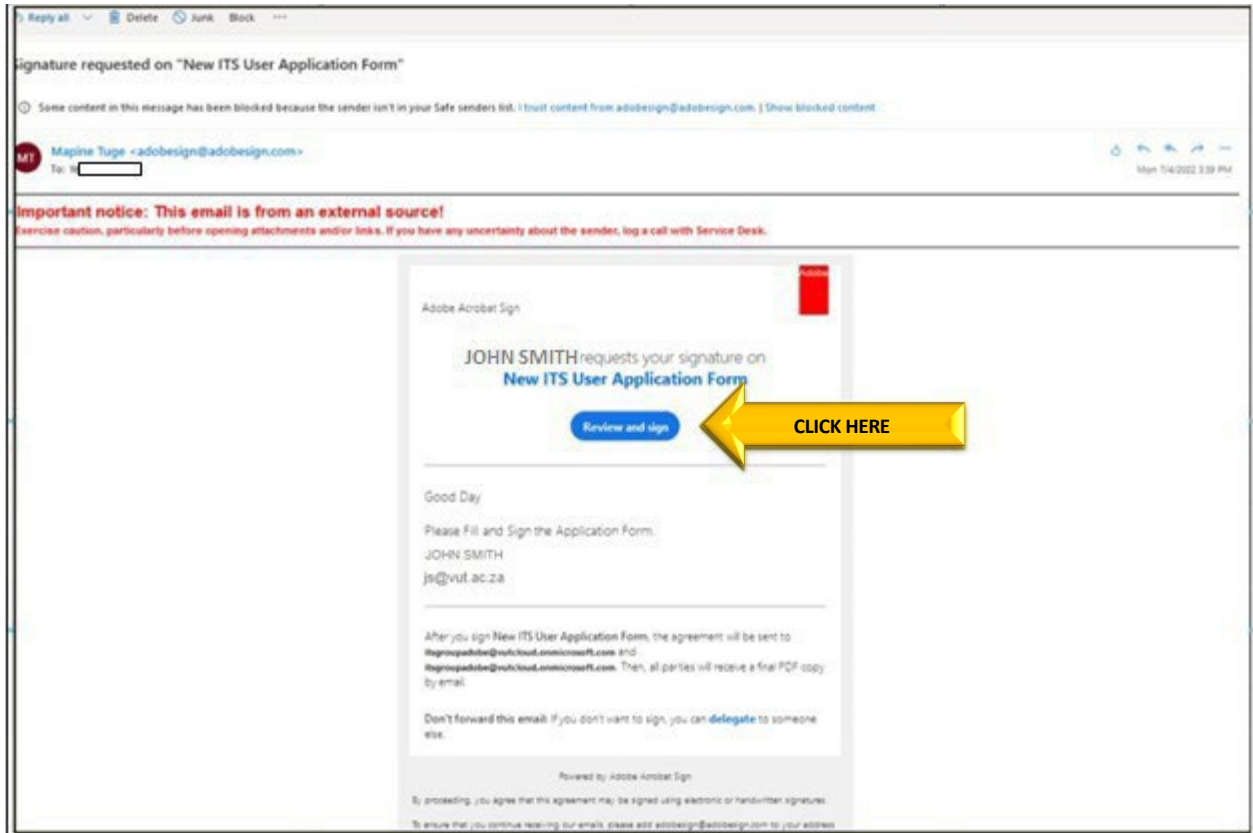
By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with ASAUDIT - Vaal University of Technology.

Click to Sign

CLICK HERE

## 2. Applicant Manager Process

The applicant Manager will receive the below email.



View the form and make sure that it is in order and completed correctly.



Adobe Acrobat Sign

https://na3.documents.adobe.com/public/sign/.../11F1E3D7166C00A9697121

New ITS User Application Form

Options ▾

Next required field 1

EXT NO : 7780

DATE : 04 Jun 2022

Start

Click here to sign

CLICK HERE

SIGNATURE OF APPLICANT

SIGNATURE OF 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	APPLICANT'S FUNCTION

1 / 1

Adobe Acrobat Sign

https://na3.documents.adobe.com/public/sign/.../71E3D7166C00A9697121

New ITS User Application Form

Options ▾

Required fields complete

EXT NO : 7780

DATE : 04 Jun 2022

SIGNATURE OF APPLICANT

SIGNATURE OF 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.

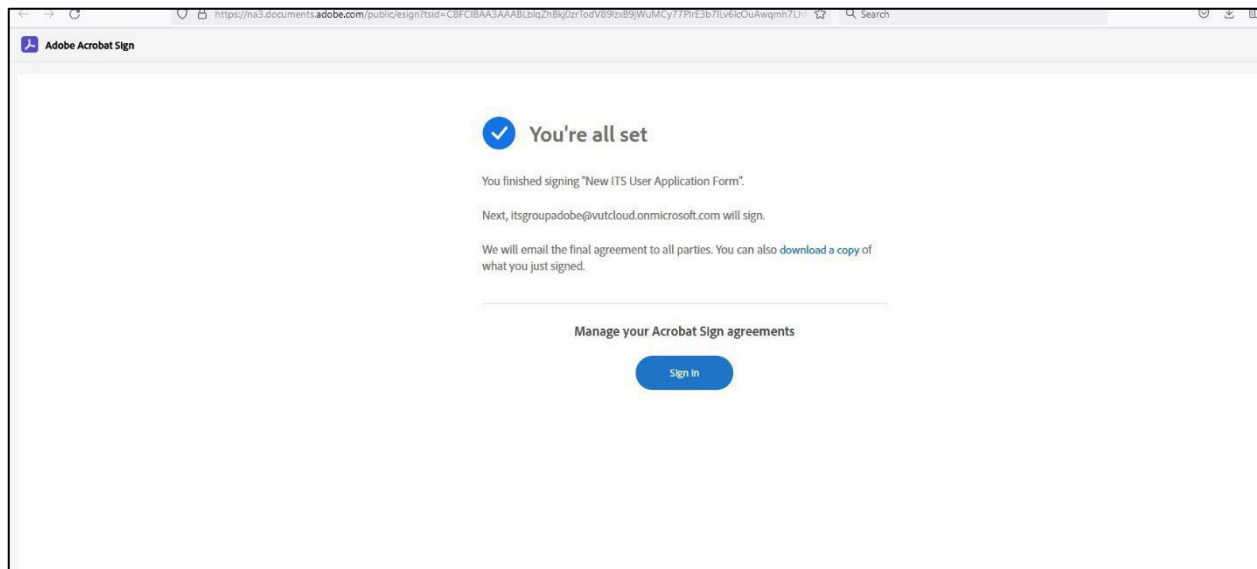
RECEIVED BY:	
NAME & SIGNATURE	DATE
PROCESSED BY:	
NAME & SIGNATURE	DATE
ITS USERNAME	APPLICANT'S FUNCTION

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with AS/AUDI - VaaL University of Technology.

Click to Sign

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](mailto: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