



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

### IT Services

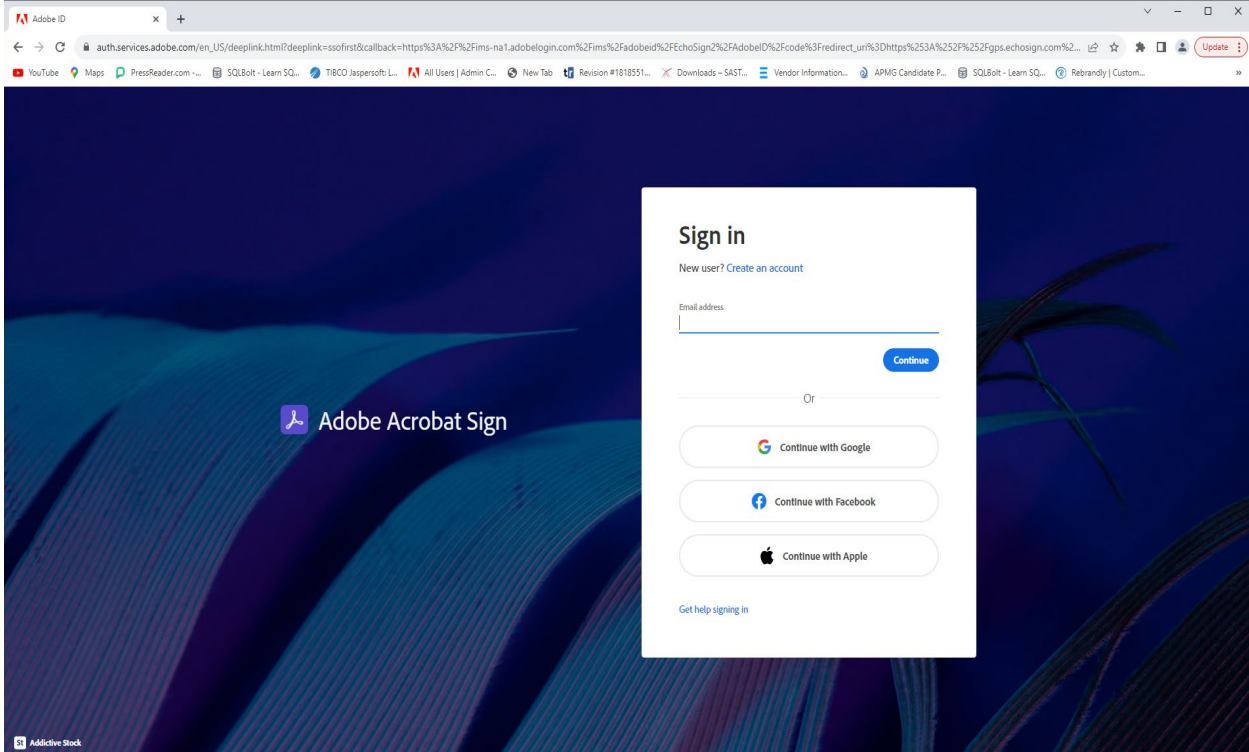
- +27(0)16 950 9111
- it\_support@vut.ac.za



## 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

*Inspiring thought. Shaping talent.*

Sign in

Type your  
VUT Email and  
Email Password

someone@example.com

Password

Sign in

CLICK HERE

Adobe Acrobat Sign

Home Manage Reports Account

Mapine

Welcome, John Smith

47 IN PROGRESS

14 WAITING FOR YOU

EVENTS AND ALERTS



Send a document for signature

Your team admin has set up your workflow process for you to quickly start to get a document signed.

Start from workflows

CLICK HERE

# 1. Applicant Process

Start from library

Library	Search	Name	Last Modified
Workflows		Account Workflows	
		Request To Purchase IT Equipment	05/13/2022
		Request Access To VUT SMS Application	05/30/2022
		New ITS User Application Form	05/30/2022
		ITS Extraction Form	05/30/2022
		VPN Request Form	05/13/2022
		User Acceptance Form - Software Deployment	04/04/2022
		MAC Application Form	06/23/2022
		New Resource Email Form	07/04/2022

Select the Workflow you wish to use.

Cancel Start

**Start from library**

Library

**Workflows**

Search

Name	Last Modified
Account Workflows	
Request To Purchase IT Equipment	05/13/2022
Request Access To VUT SMS Application	05/30/2022
<b>New ITS User Application Form</b>	05/30/2022
ITS Extraction Form	05/30/2022
VPN Request Form	05/13/2022
User Acceptance Form - Software Deployment	04/04/2022
MAC Application Form	06/23/2022
New Resource Email Form	07/04/2022

Cancel Start

CLICK HERE

**New ITS User Application Form**

How this workflow works?  
Click more for detailed instructions...

Send from: Default Group (Primary Group)

**Recipients**

Applicant\*

Enter recipient email ✉ ✉ Email

Manager\*

Enter recipient email ✉ ✉ Email

IT Admin Received\*

ITSGroupAdobe@vutcloud.onmicrosoft.com ✉ ✉ Email

IT Admin Approver\*

ITSGroupAdobe@vutcloud.onmicrosoft.com ✔ ✉ ✉ Email

**Document Name \***

Click MORE for instructions to use the Workflow.

more

CLICK HERE

# New ITS User Application Form

How this workflow works?

Click more for detailed 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

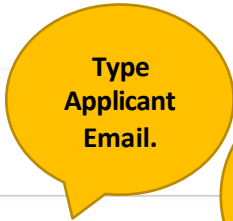
Applicant\*



Enter recipient email



▼ Email



Manager\*



Enter recipient email



▼ Email

IT Admin Received\*



ITSGroupAdobe@vutcloud.onmicrosoft.com



▼ Email

IT Admin Approver\*

Applicant\*



Myself



▼ Email

Manager\*



yh@vut.ac.za



▼ Email

IT Admin Received\*



ITSGroupAdobe@vutcloud.onmicrosoft.com



▼ Email

IT Admin Approver\*



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

**Options** ?


Set Reminder


**Message \***

Good Day

Please Fill and Sign the Application Form.


**Files**

Document \*  New ITS User Application Form

**Send** 

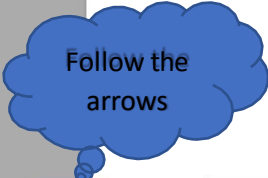

Adobe Acrobat Sign

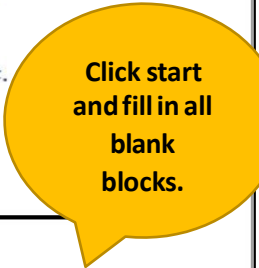
Options ▾ New ITS User Application Form

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

**IT SERVICES**

**APPLICATION FOR A NEW ITS USER**

  **EMPLOYEE NAME:**



### 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

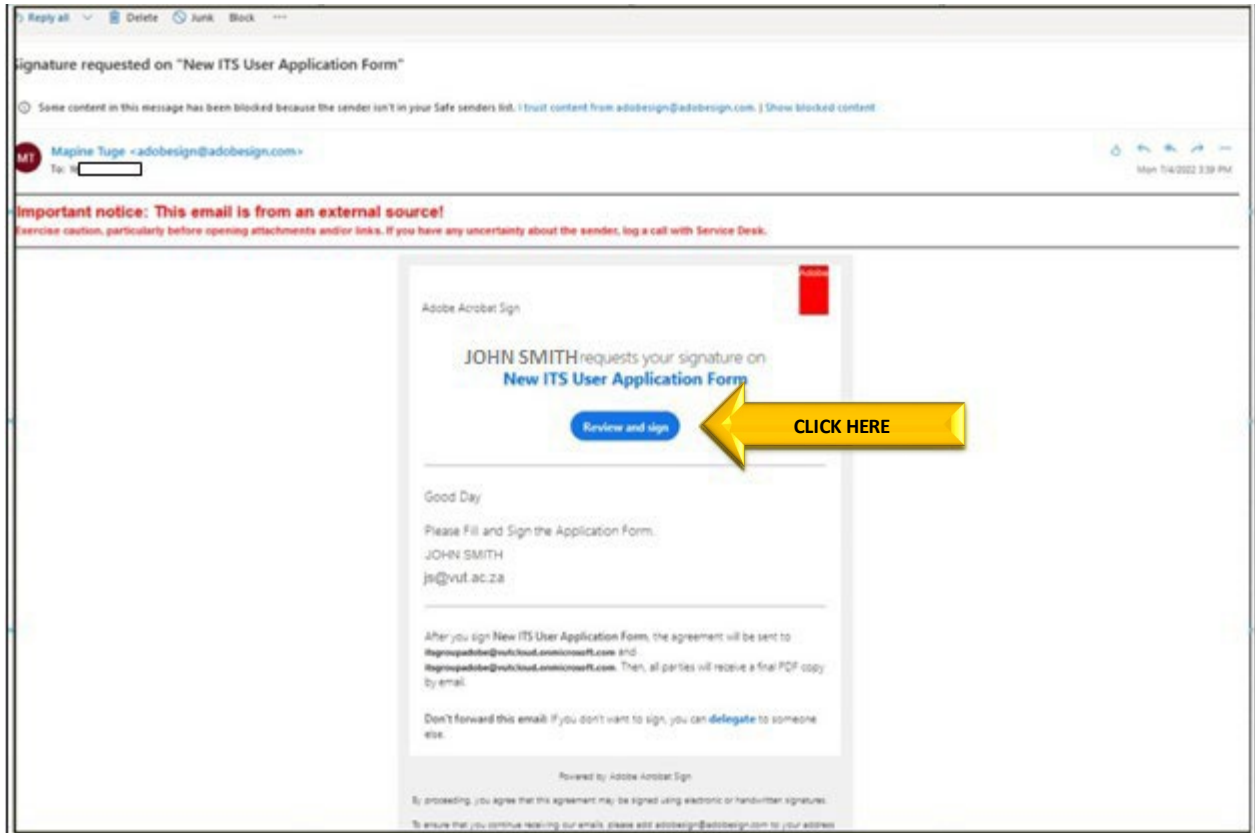
By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with ASAUDIT - Vaal University of Technology.

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

Options ▾

New ITS User Application Form

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

Options ▾

New ITS User Application Form

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.*

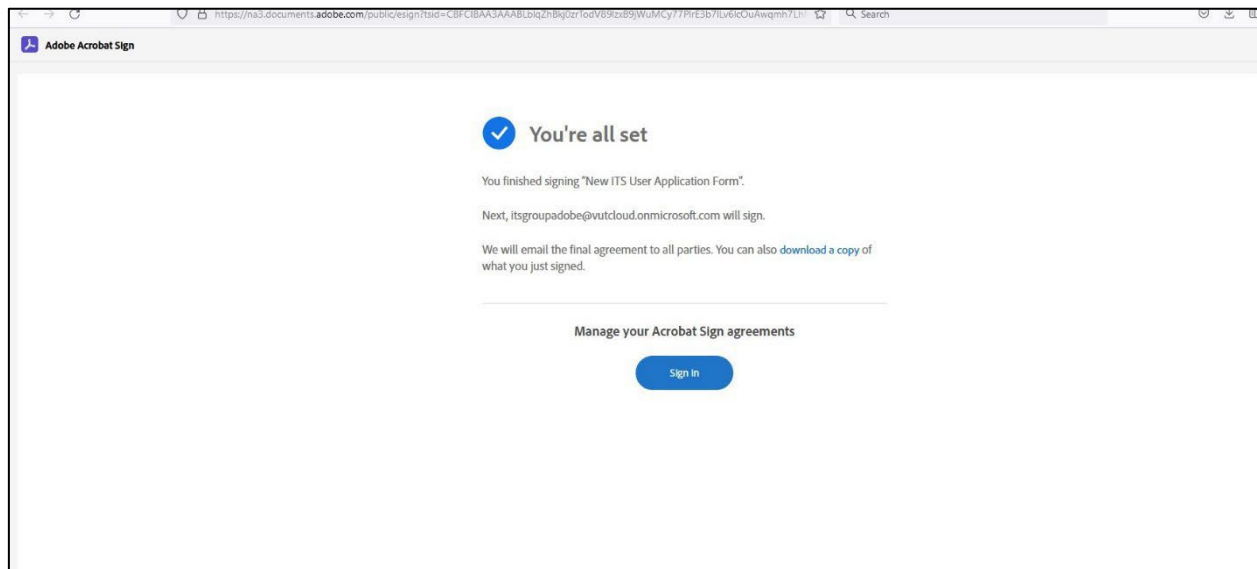
RECEIVED BY:	
NAME & SIGNATURE	DATE
PROCESSED BY:	
NAME & SIGNATURE	DATE
ITS USERNAME	APPLICANT'S FUNCTION

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with AS/AUDIT - VU/ 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