

Faculty Office Moves Job Aid

1. Use [AIM Work Order](#) request if the office they are moving to is vacant and needs any painting done prior to moving furniture in.
2. Use [AIM Work Order](#) request to move any furniture and boxes from old office to new office or to Surplus. Please label all items with the location for which they are destined.
3. Use UITS Service Ticket – IT Equipment Services – IT Equipment Move Request to move phones or any computer equipment (monitors, docking stations, printers, etc.) to new location or to Surplus. Please label all items with the location for which they are destined.

The screenshot displays the UITS Service Ticket portal interface. On the left, there is a 'Categories' sidebar with a search bar set to 'All'. The sidebar lists several categories, with 'IT Equipment Services' highlighted in blue. The main content area is titled 'IT Equipment Services' and features a grid of service cards. Each card includes a title, a brief description, an icon, and a 'View Details' link. The cards are: 'Equipment for New Hire' (Request IT equipment for a new employee), 'Get a Quote for IT Assets' (Request a quote from UITS for IT equipment), 'IT Equipment Move Request' (Please use this form to request to move IT equipment for one or more people), 'Phone Teams / Desk Extension...' (Use this form to add or modify an employee's access to a department's phone services), 'Re-assign IT Assets' (Re-assign IT equipment in your department), 'Report a Stolen IT Asset' (Report IT equipment to UITS when stolen), 'Return IT Assets to UITS' (Return IT equipment to UITS, that is no longer needed or in use), and 'Report a Technical Issue' (Use this form to describe a technical issue and let us know who is impacted).

4. Contact dooraccess@kennesaw.edu for any changes to door access including keys and Talon Card access.
5. Make sure the Campus Directory is updated.