

How Do I Get My Number/Extension Transferred To Another Room?

- 1) Go to the Administration Building, Room 414, and speak to someone at the Helpdesk, a staff member, or an administrator at Computer Services.
- 2) You will need to fill out a ***Student Telephone Request Form***. The form will not only ask you to provide the room numbers that need transferring, but also some valid contact information so you can be informed of when this move takes place.
- 3) A representative from the Computer Services department will contact you as soon as the phone transfer has been done.