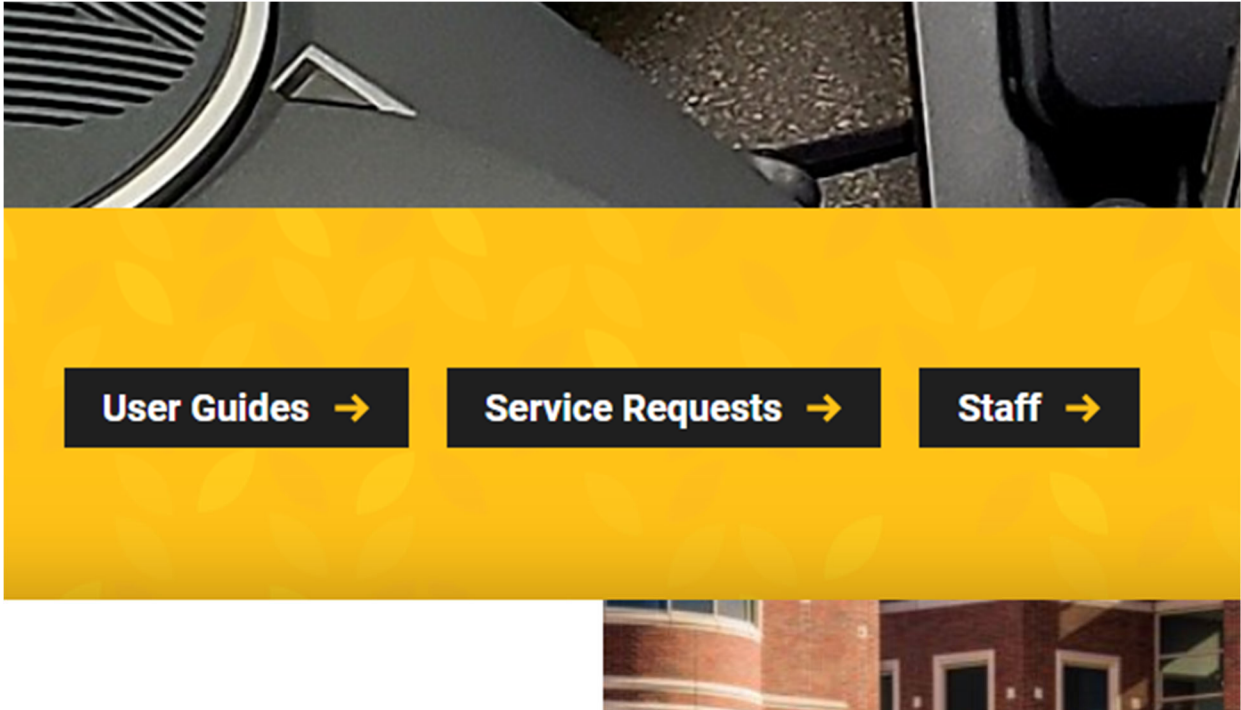


This guide is on submitting a ticket to have your desk phone forwarded to your cell phone. The technician, upon completion, will follow up with you with instructions on how to use this feature.

- Visit www.wichita.edu/services/telecom. Click **Service Requests** in the middle of the page.



- Click on the form named “Telecommunications Forward my Phone”
- Read the information for the ticket and click **Request** on the right side
- Enter your name as the requestor (this information might be pre-populated) and the department should populate.
- **Description** and **Request Details** should pre-populate
- If you are entering a request for one number to be forwarded
 - Enter your extension, carrier and cell phone or landline number
 - Click **Request**
- If you are entering a request for multiple phone numbers to be forwarded
 - Fill out a spreadsheet with the following headings
 - Name of employee
 - Extension
 - Cellular Carrier
 - Cellular Number
 - Enter “See spreadsheet” in the form for **From Extension, Cellular Carrier** and **Forwarded to Phone Number**
 - Attach the spreadsheet to the ticket
 - Click **Request**