

# MOVING TO A NEW LOCATION ON CAMPUS?

Be sure to notify ITS!

**Please keep the following in mind as you prepare to move to a new location:**

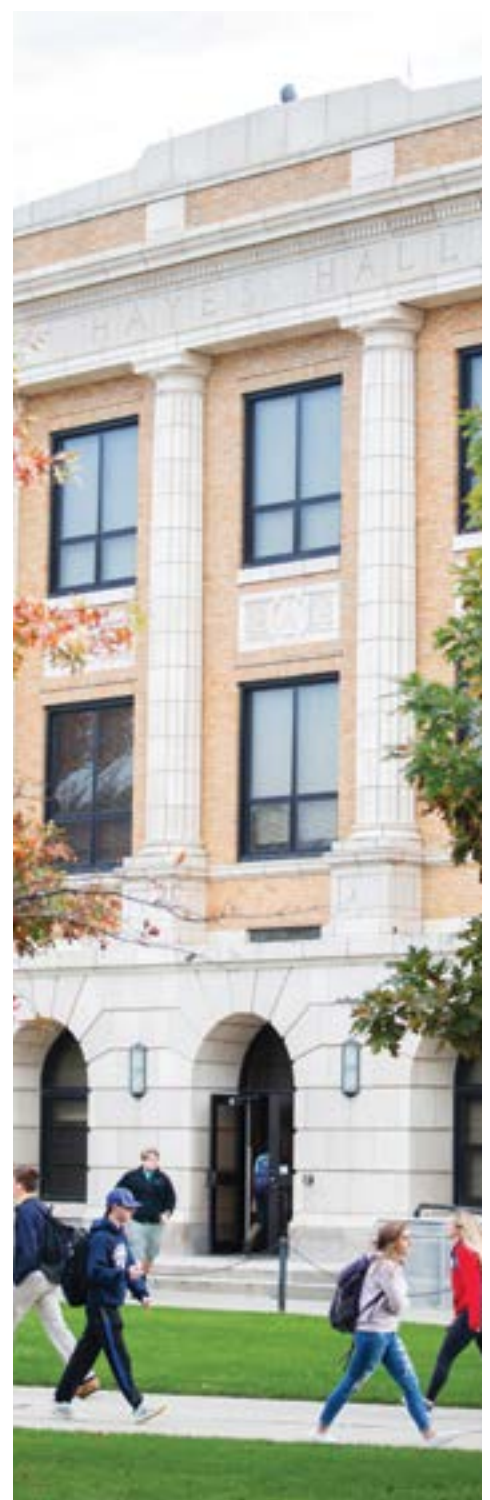
- Faculty/staff relocating to a different office/location\* on campus should request assistance moving their university-owned device(s) from one area of the University to another. Please submit a University *Device Move/Return* Request form to ITS. Find the form by visiting [www.bgsu.edu/its/support/udevice](http://www.bgsu.edu/its/support/udevice) and **select** the *Device Move/Return* button. Please be sure to have the following information when submitting your request:
  - New location building and room number.
  - Reserved IP address information (if applicable).
  - Any network updates/changes required at the new location.\*

*\*Failure to notify ITS of these changes when submitting your request may result in lack of connectivity and/or operational functionality of two business days or more after your move date.*

- Provide at least 15 business days' notice prior to your move.
- **As of Spring Semester 2021, logistics firms will need to be hired to assist with computer/equipment moves for large construction projects. Work with your project manager from Campus Construction to coordinate.**
- If moving a desk phone to a new location on campus, you may move it yourself without contacting ITS.
- If you need to move your area/department's printer to a new location, contact ComDoc/Xerox at 1-800-321-4846.

**\*Situations in Which Employees are Not Permitted to Move Devices:**

- Employees moving from an **Auxiliary Department to a Non-Auxiliary Department.**
- Employees moving from a **Non-Auxiliary Department to an Auxiliary Department.**
- The device is a shared office computer.
- The computer has specialized software that is only on that device.



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