Create MOVE Service:
Login using Net ID Name and Password
Click Login

You will be presented with the “HOME” page
Your role in Pinnacle is “Department Manager”
Click “Services”

Enter the 5 digit extension
Click Search
Click on the “blue” hyperlink for either the Name or Number

Click “Move Service”
Detail your request in the “Any more information” section

Click Next (no input needed)
Enter Bldg. Code: (click magnifying glass and enter the 1st letter of the building...click search and click on bldg. code...)
Enter Floor Room Number and Jack # 
Click Next 

Check Update/Correct Location 
Click Finish
Click “Cart” Tab
Place a check in the box to the left of the order
Click “Submit Checked”

Click “Checkout Items”
You will be given a Request# (please keep this number for your records)