



**Zambia University College
of Technology**

Advancing Knowledge and Innovation



SMART CENTRE

SERVICE DESK

When can you visit the service desk?

- **To Add or Drop Courses**
- **To correct your personal information e.g (emails, phone, address on your SMS account)**
- **To seek help with any other technical issues**
- **To report on Not Examined (NE) exam results**
- **To have your Moodle password reset.**
- **To be enrolled in courses on Moodle**
- **To seek registration IF YOU'RE UNABLE TO DO IT ON YOUR OWN DUE TO CERTAIN REASONS.**
- **To have your EXEMPTIONS IMPLEMENTED ON YOUR ACCOUNT ONCE APPROVED BY THE ACADEMICS DEPARTMENT.**

How can I reach the Service Desk office?

- Email your query to: **servicedesk@zut.edu.zm**
Remember to Include your Student ID Number and your clear request and your matter shall be resolved in quickest possible time.
- You can call us on: **+260762142144**
- **N.B: YOU'RE HIGHLY ADVISED TO USE THE EMAIL PLATFORM**