SOFTWARE INSTALLATION

Section: Information Technology

Policy: This policy is to be utilized when University Housing staff members need software installed on University Housing's computer systems.

Purpose: The purpose of this policy is to provide guidance for installing software on University Housing computer systems.

Scope: This policy applies to all University Housing employees who use a University Housing computer system.

Procedure:

I.   Only software needed to perform work-related functions will be installed on University Housing's computer systems.

II.   Requests for software installation are initially made through the Information Technology (IT) work request system. Requests should include the software requested, the reason the software is needed, account number to pay for the purchase, how the equipment will be used and any known existing software limitations.

III.   Upon receiving the request to install software on a computer system, the IT staff will determine whether the software and software license are available. If they are not, IT staff will provide a cost estimate for the requested software.

IV.   The IT staff will provide the purchase pre-approval form to the requestor for signature.

V.   Once the pre-approval is signed by the requestor, the IT staff will provide the unit director the purchase pre-approval form, Request for Information Technology Equipment Purchase form and price quote for approval.

VI.   If the request to purchase the software is rejected by the director, the IT staff will advise the requestor to contact their respective director for additional information.

VII.   If approved, the IT staff will ensure valid software and software licenses are attained and will install the requested software.

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