

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. Unauthorized software may be removed without prior notification.
- II. Requests for software installation are initially made through the Information Technology (IT) work request system. Requests must include the software requested, the reason the software is needed, account number to pay for the purchase, how the software 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 price quote for the requested software.
- IV. The IT staff will submit the applicable JotForm on the requestor's behalf to attain the necessary approval for installation.
- V. If the request to purchase the software is rejected, the IT staff will advise the requestor to contact their respective supervisor for additional information.
- VI. If approved, the IT staff will ensure valid software and software licenses are attained and will install the requested software.
- VII. The computer user is responsible for installing software updates, when updates are available. If an administrator password is required, the computer user must submit a Housing IT request for the IT staff to install the updates.

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