

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 and should include at a minimum, an account number and a justification by the staff member for the needed software.
- 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 price out the requested software.
- IV. A request for IT equipment purchase will be created by the IT staff and sent to the appropriate director for approval.
- V. 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 more information.
- VI. If approved, the IT staff will ensure valid software and software licenses are attained and will install the requested software.

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