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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