

Southern Connecticut State University
Office of Information Technology
Department of Support Services

***A Quick Guide to Computing Equipment
For Faculty and Staff***

1. Primary Computers

- Every full time faculty and staff member is provided a computer for the purpose of University business .
- Faculty have the choice of a Mac or Windows machine. Faculty will be given a laptop by default, but can request a desktop. (Please consult with your chair regarding any specific departmental policies.)
- Staff will be provided a Windows desktop computer. Exceptions to this must be requested by the department head.
- While budgetary constraints may impact the length of the replacement cycle, the goal is to replace faculty and staff computers every 3 years.
- OIT will support primary machines for the duration of their use.
- When OIT replaces a primary computer, the computer that it is replacing must be returned to OIT.

2. Computers Purchased with departmental or grant funds.

- Computers may be purchased with departmental or grant funds. These purchases must be reviewed and approved by OIT for compatibility, warranty, and security concerns.
- These computers will be supported by OIT Support Services for the life of their warranty. Any support that OIT provides after the warranty expires will be best effort only. Any parts that are required after the warranty expires must be purchased by the original requestor.

3. Secondary Computers – for Temporary Employee, Department or Program

- Secondary computers may be provided to departments or programs for the following reasons:
 - For use by a part time or temporary employee (UA, student worker, adjunct faculty member).
 - For a special departmental facility (e.g. departmental shared workspace, small departmental lab).
- Secondary computers are provided based on availability.
- Secondary computers are used machines and may or may not be under warranty. They will be supported on a best effort basis by OIT.
- Secondary computers for departmental or program use will be assigned to the department chairperson or department head.
- To request a secondary computer for department or program use, the department head must submit an IT-002 form through the MySCSU workflow system, which will automatically request and track approval of the appropriate Dean and Vice President. [Click here](#) for more information on the request process.

4. Secondary Computers for Full-time or Permanent Employees

- Faculty or staff may request a secondary computer on an individual basis for research, special projects, or other demonstrated need.
- Secondary computers are provided based on availability. There is no guarantee that machines are available or that a specific model of computer will be available.
- Secondary computers are used machines and may or may not be under warranty. They will be supported on a non-guaranteed, best effort basis by OIT.
- Secondary computers will be assigned to the individual requestor for up to one year, at which time the computer must be returned. (A subsequent request may be made at that time if the machine is still needed).
- To request a secondary computer, the faculty or staff member must submit an IT-001 form through the MySCSU workflow system, which will automatically request and track approval of the appropriate department chair/head and Vice President to the OIT Help Desk in OB1. [Click here](#) for more information on the request process.

5. Printers

- Network printers are provided by OIT to all departments for shared use by the department. These printers are supported fully by OIT.
- Printers may also be purchased through department or grant funds. These purchases must be reviewed and approved by OIT for compatibility and warranty issues.
- Printers purchased through departments or grants will be supported by OIT Support Services for the life of their warranty. Any support that OIT provides after the warranty expires will be best effort only. Toners, cartridges, maintenance kits, parts, and external labor must be purchased by the departments or principle investigator if purchased with grants. .

6. All Computing Equipment

- Any computing equipment that is taken off campus can only be done so after completion of a [Facilities Operations I-003 form](#) with appropriate signatures.
- All computers and printers are the property of Southern Connecticut State University and the State of Connecticut. As such, they must be used in accordance with the policies, laws, and audit procedures of the State and the University.
- All University computers and printers that you are assigned must be returned to OIT prior to your termination with the University. A [Return of Equipment form](#) must be filled out for all equipment that you are returning. Small equipment (e.g. laptops) may be brought to the Help Desk in OB1 during Help Desk hours. For larger equipment, a request can be made through the Help Desk to remove the equipment. Signed forms must be completed at the time of equipment return.