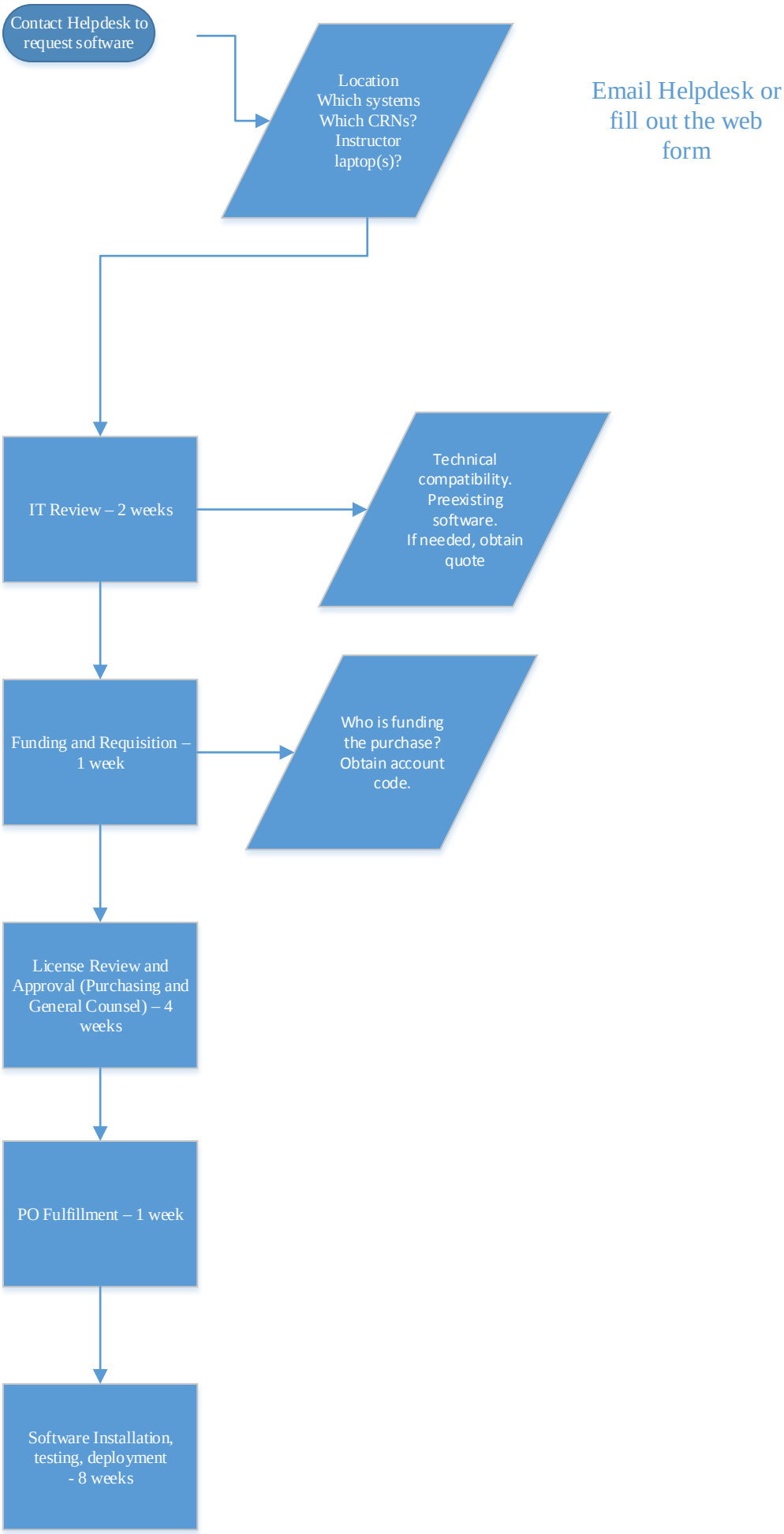
Contact Helpdesk to request software
Location
Which systems
Which CRNs?
Instructor laptop(s)?
Email Helpdesk or fill out the web form
IT Review – 2 weeks
Technical compatibility.
Preexisting software.
If needed, obtain quote
Funding and Requisition – 1 week
Who is funding the purchase?
Obtain account code.
License Review and Approval (Purchasing and General Counsel) – 4 weeks
PO Fulfillment – 1 week
Software Installation, testing, deployment - 8 weeks