

NAME: **Software Request Policy**  
ISSUING DEPARTMENT: Campus Technologies  
ISSUED DATE: March 2014  
REVIEWED DATE:  
APPROVING AUTHORITY: President  
DATE REVISED:



#### PURPOSE

Campus Technologies (CT) maintains software installed on all Mansfield University-owned computing technology. The policy and procedure outlined in this document governs the use and installation of software at Mansfield University.

#### SCOPE

This policy applies to all of Mansfield University's computer and network resources, equipment or connecting resources. The use of Mansfield University's IT resources signifies agreement to comply with this policy.

#### FORMS

N/A

#### RESPONSIBILITY

Campus Technologies

#### APPROVED SOFTWARE

A list of all CT-approved software is available on <http://my.mansfield.edu> under the heading "Approved Software List". This listing includes all software applications that have been approved and are supported by Campus Technologies.

#### REQUESTING SOFTWARE

A request for a new software installation on Mansfield University-owned computing technology is available on <http://my.mansfield.edu> under the heading "Software Request". Software requests are evaluated for approval and installation by Campus Technologies. All software installations need to be evaluated by the CT department to insure proper operation in the technology environment. All software requests must be approved by the Department Chair and area Vice President. It is imperative that software requests be made at the earliest opportunity in order for Campus Technologies to schedule sufficient time to evaluate and test prior to when the product is needed.

#### INSTALLATION AND TESTING SCHEDULE

Campus Technologies requires sufficient time to review, evaluate, verify licenses, install, and test all new and revised software applications before they are placed into use on our network. This is especially true for academic software intended for student-use in our student computer labs. To ensure that software will be functional when you want it, please adhere to the following deadlines: for fall semester - March 31<sup>st</sup>; for spring semester - October 31<sup>st</sup>. Any request not received by these deadline will have a lower priority or may not be available for the requested semester. Software required for administrative use should be requested at least two months in advance of date desired.