

Computer Request Policy

The increasing number of requests for computers has created the necessity for a college-wide policy, which follows:

NYIT recognizes its responsibility to provide our employees with the appropriate tools for them to fulfill their responsibilities and business of the institution. To that end, NYIT will provide an appropriate computer for all of those who need one for the performance of their duties. Generally this will be a networked, desktop computer. The Office of Information Technology and Infrastructure in conjunction with an area supervisor will determine the appropriate computing capacity a person requires to meet the responsibilities of his or her position.

In some rare instances a laptop computer may be more appropriate than a desktop. That request and determination should be made via the employee's supervisor with the final approval belonging to the person in the normal purchasing approval chain for computer-level purchases in an area. The Office of Information Technology and Infrastructure will again assist in the determination of the appropriate computer capacity and model. Those who receive a laptop (which is generally much more costly than a desktop) will receive a docking station for the laptop in their office or offices. Employees should not expect NYIT to provide them with more than one computer.

Computer Upgrade Request Form

PLEASE BE SURE TO READ THE INSTRUCTIONS BEFORE APPLYING.

1. Fill out this form completely where specified.
2. The request must have the department head's signature in order to be processed by ITS.
3. Send this paperwork to Service Central Green Lodge room 103. Make a copy for your records.
4. You may contact Service Central at (516) 686-1400 or servicecentral@nyit.edu to follow up on your request.

I am: Faculty Staff

First Name: Last Name: Department: Campus:
Building: Room Number: Phone Ext. E-mail:

I currently have: Optiplex 3040 Optiplex 3020 Laptop Other

The name on the label is:

1) Your new computer has the following software: Adobe Acrobat, Avast Anti-Virus, Office 2019 (Outlook, Word, Excel, PowerPoint), Google Chrome and PeopleSoft. Please list any additional software you need:

2) Please list the peripheral hardware you have connected (scanner, label maker, etc.)

3) Please list all of your network drives/shared drives/departmental shares: Example: Z: name (\\nycfile-srv\users)

4) Please list any questions or comments below:

Altiris Ticket #:

Approved: Yes No

Model#:

If not approved, state reason:

PC Asset Tag #:

Monitor Asset Tag #:

Service Tag #:

Monitor Serial #:

PLEASE DO NOT WRITE IN THIS SPACE