**Information Technology General Guidelines on Computers for Academic Departments**

IT has an annual budget, funded via the Provost Office, to fund new computers for new positions and assist with many computer replacements within the academic departments. General guidelines provide for new/replacement computers for full time faculty and staff. Visiting, part-time instructors, student employees, graduate assistants will be equipped with recycled machines. It is the goal of IT to provide a working computer for faculty and staff needs. All other computer needs are typically the responsibility of the department as well as ongoing replacement. Contact the IT Technology Supply Office, techsupply@gvsu.edu, with questions.

If funding is not available through IT, academic departments may have to fund the request out of departmental budgets or request assistance via the Provost Office. All computer purchases must go through the IT Technology Supply office, techsupply@gvsu.edu, for available and supported models.

The replacement of computers is contingent upon many factors, such as: does a computer ‘tune up’ solve the issues; software applications (someone doing statistical analysis versus someone who only uses Microsoft Word); position and purpose; age; work order history. You may choose a Windows or Macintosh machine based on your need/preference.

Computers - Depending on your position, GVSU may provide a new or used computer for your job. General guidelines:

- Contact your department administrative assistant for assistance in securing a computer
- Academic division general computer needs are typically provided by centralized IT
- Computer purchase typically consists of: computer, monitor, keyboard/mouse, docking station
- One computer per employee. There are instances where a computer may be shared amongst two or more employees.
- All other division computer needs are funded by the individual department

Software for your office machine

- Standard software provided on Office computers
  - Outlook – email client
  - Microsoft Office suite
  - Adobe Acrobat Pro
  - Anti-virus protection

Software in GVSU’s student computer labs must be requested through IT Helpdesk

- Funding must be approved by department or request to IT for consideration
- Lead time for installation is a minimum of 4 weeks
- No guarantee that software will work in lab environment
- Faculty are required to test software requested prior to using it in a course

General Information

- GVSU IT will back up your computer data based on some general guidelines, please visit website for details
  - [https://www.gvsu.edu/it/helpdesk/managing-your-network-data-120.htm](https://www.gvsu.edu/it/helpdesk/managing-your-network-data-120.htm)
- Wireless access is provided in ALL academic buildings and housing locations
- Please contact the IT Helpdesk, helpdesk@gvsu.edu or 616-331-2101, for the following issues:
- Wi-Fi connectivity
- Lab/classroom issues: Audio Visual (projector, speakers, screen), computer, monitor, software
- Office computer hardware/software
- Printing within labs/classrooms, library or networked departmental printers