Part-time Faculty Computer Loan Program

Due to limited available office space on campus for part-time faculty, the University has devised a computer loan program. Part-time faculty who are actively teaching are eligible to borrow a used desktop computer to bring home for university business. Computers will be preloaded with Microsoft Office and a Virtual Private Network (VPN) client that allows IT to push security updates to the computer regularly. The computer must be left plugged in and powered on every Thursday night to receive updates. If the computer does not receive weekly updates, you may be required to return the computer early or be denied a renewal.

Obtaining a computer:
1. Submit the online Part-time Computer Loan Request Form.
2. Once your request is reviewed by IT, you will receive an email with further instructions, and the state asset tag of the computer, so that you can complete the "***Record of Equipment on Loan***" form. This form can be completed online using your Bluenet credentials at the following link**:** http://www.ccsu.edu/facilitiesmanagement/forms.html.
3. Once the form is completed and all signatures obtained, contact the IT technician to schedule appointment to pick up the computer.
4. Pick up the computer at the appointed time. Information Technology is in the lower level of Marcus White Annex, Room 006. The closest parking is the Vance Garage.

Annual renewal:
At the end of the spring semester, the loan must be renewed if you are scheduled to teach in the next academic year. Your renewal must be received by June 30th. To be approved for renewal, IT will confirm that you are scheduled to teach in the next academic year and that the computer has been properly connected to the internet to receive regular security updates. To renew the loan:

1. Submit the online Part-time Computer Loan Request Form.
2. Once your request is reviewed by IT, you will receive an email with further instructions, and the state asset tag of the computer, so that you can complete the "***Record of Equipment on Loan***" form for the next academic year. This form can be completed online using your Bluenet credentials at the following link**:** http://www.ccsu.edu/facilitiesmanagement/forms.html.

Returning the computer upon separation:
At the end of the spring semester, the computer must be returned (by June 30th) if you are not scheduled to teach in the next academic year. To return the computer:

1. Submit the online Computer/Equipment Move/Return Request Form.
2. Drop the computer off to TechCentral, Marcus White Annex room 100 or contact Inventory/Property Control at (860)832-2358 or (860)832-2321 to coordinate the return of the computer.