

Information Technology has been hard at work acquiring much needed computers and peripherals to support the administrative and academic needs of the University. As you may be aware, the University is facing budget constraints. Coupled with industry-wide technology shortages and increased lead times on technology orders, we are limited in the amount of technology we can provide. Unfortunately, we cannot afford to outfit everyone with equipment both at home and on campus.

While we are still collecting requests for equipment for both at home and the office, here are some things to keep in mind:

Part-time teaching faculty should not request equipment until they have received their Fall contract.

We have a limited supply of laptops and desktop computers (with monitor and webcam), that can be borrowed for home use.

If you were already issued a laptop – the expectation is that you will bring the laptop to campus as it has a built-in webcam, etc. You may request a docking station, keyboard, mouse and monitor for your office. This pandemic has taught us that there is a need to develop a mobile workforce. Future computer upgrades will be laptops, with few exceptions (front office computers used by part-time staff).

We have a limited supply of monitors - while we can provide a monitor for your laptop in the office, we are unable to provide 2nd and 3rd monitors. If you need a 2nd and 3rd monitor, your department will need to fund the extra monitors. We can provide [pricing and recommendations](#).

We have a limited supply of webcams and headsets – if you were issued a webcam and/or headset for home, you need to bring it back and forth with you to the office.

If you need to print, you may need to come to campus or work with a co-worker to mail you print-outs if you are unable to come to campus. We do not have funding to provide individual printers for home. If you need to order a printer, [please fill out this form](#) so we can provide you with a quote which will to be funded by your department.

We are still using Wednesday mornings for equipment pickups at the trailer located in the East Hall lower parking lot for those who request items for home use on the Equipment Request form. We plan to increase hours for equipment drop-off and pick-ups later in August. If you need to have equipment installed in your office on campus, please note the days you are in the office so we can coordinate delivery. It can take 2-3 weeks for us to coordinate these requests depending on what you are requesting, available inventory and IT staffing levels.

We thank you for your patience and understanding as we work to meet as many requests as possible, with limited staff on campus.

If you are requesting a computer and peripherals, please use this [Request Form](#).
If you are requesting just peripherals, please use this [Request Form](#).