

UNT | DALLAS™

Information Technology New Technology Approval Procedure

This procedure outlines the process for requesting new technologies (hardware and software) for the classrooms and labs, maintained by the UNT Dallas ITSS team. These rooms include DAL1, room 201D, DAL1, room 201H, DAL1, room 226, DAL2, room 135, DAL2, room 136, and the Mathlab, located in DAL1. Due to the complexity of this task (see below), there will be set dates in which new technology requests will be accepted, reviewed, tested, approved/denied, and installed. These dates will be before the fall and spring semesters and before the summer terms. Details about this new procedure have been provided below.

New Technology Installation Dates

December 15th – January 10th: will serve as the installation dates for the Spring Semester

July 20th – August 15th: will serve as the installation dates for the Fall Semester

Being that the software approval process can take up to thirty (30) days for approval the last day to request software for the installation dates are listed below.

November 15th – last day to request software for the Spring Semester

June 20th – last day to request software for the Fall Semester

New Technology Approval Process

The purpose of the new technology approval procedure is to ensure that software purchased by the university and departments:

- Is in line with teaching and learning goals of the university
- Meets or exceeds purchasing standards for quality and value
- Is compatible with existing and planned technologies
- Is approved by IT
- Is approved by the appropriate departmental Dean
- Is approved by Purchasing and Payment Services (PPS)
- Is approved by Legal

Step One: Contact the Provosts Office for preliminary evaluation of your request. If approved, your request will be forwarded to the Dallas IT department ([via help ticket](#)) for evaluation of the new technology. During this phase, compatibility testing with the new technology requested and the current infrastructure will be conducted.

Tips for new request: Include what the pedagogical needs are for the request and a projected date by which the request needs to be fulfilled (the IT department cannot guarantee the projected date will be met but will work diligently to accommodate the requestor).

Step Two: Upon approval from a technological perspective, IT will work with Purchasing and Payment System (PPS) and Legal to verify the license agreement falls in alignment with system wide policies and procedures. IT will then submit the request to the appropriate Dean for final approval to purchase the new technology.

Step Three: Once the requested technology has been purchased, it will be implemented during one of the installation dates mentioned above. Completion of all of the steps mentioned above are necessary and no new technology will be deployed without completing this process entirely.