ITS Committee Budget Request Notice for the 2019-2020 Academic Year

Augustana Faculty, Administration and Staff,

This is the time of year that we ask you to think about your technology needs for the 2019/20 academic year and to submit your requests to the ITS Committee by **February 6, 2019**. This year, we will be using an online request form (no paper forms).

Requests will be reviewed by the ITS Committee and you will be notified about the decisions in March. Actual equipment allocations begin in summer and are completed in the 2019/2020 fiscal year. See our Technology Requests page (http://www.augie.edu/technology-requests) for further details. Here are some things to keep in mind as you prepare your request:

- All funding requests for information technology should flow through this yearly process.
    - *All information technology purchases should be reviewed with ITS even if they are not part of this yearly budget process.*
- Your ITS Committee representative is your advocate and can help you determine what can be funded under the ITS Budget Request Guidelines. Requests must include the ITS Committee member consulted.
- Be sure to speak with your department leadership; they will be consulted to provide a department priority ranking and should understand your request.

Steps:
- Consult: an ITS Committee member; Sharon Gray, Instructional Technologist; or Cheryl Swanson, Help Desk Coordinator, to assist you in analyzing and determining your technology needs.
- Fill out the online request form before the **February 6 deadline**.
    - https://goo.gl/forms/RweRZpDfpw2g7UrD2
    - Be sure you click Submit on the last page. You should see the message: Thank You. Your request has been recorded.
- The ITS Committee will review the requests, and inform you of the status after our March meeting. Approved allocations are funded starting late summer 2019 and into the 2019/2020 fiscal year.

How do you know if you should request a replacement computer?

Laptops - If you have a laptop with a silver Augustana tag number lower than 8680, you might want to consider asking for a replacement computer.

Desktops - If you have a desktop computer and can answer Yes to any of these statements, you should consider requesting a replacement computer:
- You have had your current system for 5 years or more
- The computer brand is Lenovo or Gateway
- Your PC is running Windows 7 - it MIGHT be ready for a replacement

Computer issues? If your computer frequently locks up or shuts down on its own, takes over 5 minutes to start up, or you frequently spend time waiting for the computer to finish "thinking", please contact the Help Desk (5331). We are happy to take a look and can often get it working properly or we may suggest that you request a replacement

Additional information can be found at:
Technology Requests site (procedure, guidelines, supported systems)
ITS Committee Members

Thank you,
Dan Drenkow (on behalf of the ITS Committee)