

Process for ordering computers for research

Step 1: Email Office of Research Services (ORS)

Email <u>research@macewan.ca</u> for any computer requests that require research grant funds to purchase. Please include a rationale for the expense and any supporting documents for the type of computer required and what it will be used for.

Step 2: If ORS approves your computer request, we will ask you to complete the Research Grant Hardware form If ORS approves your computer request, we will ask you to complete a Research Grant Hardware Request form on the IT Help Centre website.





Step 3: Completing the Research Grant Hardware Request form

Complete the Research Grant Hardware Request form. This can be accessed by clicking the following link: <u>https://helpcentre.macewan.ca/page/techsupport?createRequest=true&portalId=55&requestTypeld=1046&autoLogin=true</u>

If the above link does not work, please login through myPortal and MacEwan Help Centre.



A lar clicking MacEwan Help Centre choose Hardware and Equipment

	Online IT Security Ec	lucation Program	
×	Start the IT Security Ec	lucation Program	
Client Services Requests			Technology Services articles
Client Services common requests Hardware and equipment mêskanâs and Faculty Centre	Client Services request	C Telecom General request	 Hardware/equipment Policy and Procedure Security and privacy
Software Email / Cloud / Account Telecom Classroom Support	mêskanâs support	eduroam Visitor Access	 > Software > Meeting Room Technology > Classroom Support > New Computer Deployment > Allard Equipment Centre
Security and Privacy IT Project Support Allard Equipment Centre	Shared Mailbox Request		

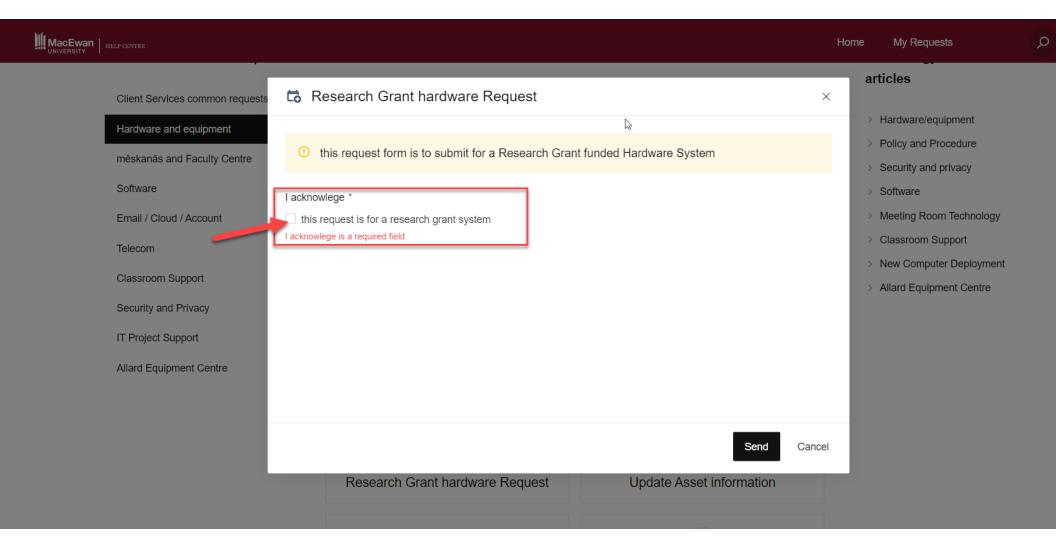
MacEwan OFFICE OF RESEARCH SERVICES

After clicking on Hardware and Equipment, click the Research Grant Hardware Request

			Home My Requests	D
Client Services common requests Hardware and equipment mêskanâs and Faculty Centre	Laptop loan request	New Hardware	 articles Hardware/equipment Policy and Procedure Security and privacy 	
Software Email / Cloud / Account Telecom Classroom Support	Report laptop/desktop issue	AV Equipment loan request	 > Software > Meeting Room Technology > Classroom Support > New Computer Deployment > Allard Equipment Centre 	
Security and Privacy IT Project Support Allard Equipment Centre	II Non-Standard Request	Surrender or Surplus hardware		
	Research Grant hardware Request	Update Asset information		



A window will pop-up to make you confirm that this request is for funding coming from a research grant





Complete the form sections as required

			Home	My Requests	\$
Client Services common requi Hardware and equipment mêskanâs and Faculty Centro Software Email / Cloud / Account Telecom Classroom Support Security and Privacy IT Project Support Allard Equipment Centre	Boguesting new bardware for:		× × ×	rticles Hardware/equipment Policy and Procedure Security and privacy Software Meeting Room Technology Classroom Support New Computer Deployment Allard Equipment Centre	
		Send	Cancel		
	Research Grant hardware Request	Update Asset information			



If the request is not for a MacEwan Standard unit, please list the specifications and/or attach quotes

		Hor	ome My Requests	٩
Client Services co	nmon requests 🙃 Research Grant hardware Request	×	articles	
Hardware and equ mêskanâs and Far Software Email / Cloud / Acc Telecom Classroom Suppor Security and Priva	cuity Centre click to view the MacEwan Hardware standards Type of request * MacEwan Standard MacEwan Standard Non MacEwan standard (eg. different make, model or more RAM, Hard Drive size) What are you looking to upgrade? * increase Hard Drive Size CY more RAM		 Hardware/equipment Policy and Procedure Security and privacy Software Meeting Room Technology Classroom Support New Computer Deployr Allard Equipment Centre 	nent
Allard Equipment	Describe your requirements *	ancel		



For the Budget Officer section, please put Bryce Wicks

			Home	My Requests	٦
Client Services common requests	Research Grant hardware Request	×		ticles	
Hardware and equipment	Drop file here or click to upload			Hardware/equipment Policy and Procedure	
mêskanâs and Faculty Centre				Security and privacy	
Email / Cloud / Account	iotes if available			Software Meeting Room Technology	
Telecom O Y				Classroom Support	
Classroom Support	0			New Computer Deployment Allard Equipment Centre	
	partment information				
	et officer * ter name or email	~			
Input Bryce Wicks		Send Cancel			
	Research Grant hardware Request Update Asset i	information			
IT Project Support Budg	et officer * ter name or email	Send Cancel			



Step 4: Submitting the Completed Non-Standard Request Form to ORS

Once IT has completed its review, you will need to email this information to <u>research@macwean.ca</u> to facilitate the ordering of the computer. Please be sure to include pricing information and also the project number that should be charged for the computer.

Step 5: ORS completes the Purchase Order

After ORS completes the purchase order, IT will arrange for the purchase of the computer and notify you when it is ready to be delivered.