

Process for ordering computers for research

Step 1: Email Office of Research Services (ORS)

Email research@macewan.ca 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:

<https://helpcentre.macewan.ca/page/techsupport?createRequest=true&portalId=55&requestTypeId=1046&autoLogin=true>

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

After clicking MacEwan Help Centre choose Hardware and Equipment

Online IT Security Education Program

Start the IT Security Education Program

Client Services Requests

Client Services common requests

Hardware and equipment

mêskanâs and Faculty Centre

Software

Email / Cloud / Account

Telecom

Classroom Support

Security and Privacy

IT Project Support

Allard Equipment Centre



Client Services request



Telecom General request



mēskanâs support



eduroam Visitor Access



Shared Mailbox Request

Technology Services articles

- > Hardware/equipment
- > Policy and Procedure
- > Security and privacy
- > Software
- > Meeting Room Technology
- > Classroom Support
- > New Computer Deployment
- > Allard Equipment Centre

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

The screenshot shows the MacEwan University Help Centre interface. On the left is a navigation menu with categories like 'Client Services common requests', 'Hardware and equipment', 'méskanás and Faculty Centre', 'Software', 'Email / Cloud / Account', 'Telecom', 'Classroom Support', 'Security and Privacy', 'IT Project Support', and 'Allard Equipment Centre'. The 'Hardware and equipment' menu item is highlighted with a black background. The main content area features a grid of request options, each with an icon and text: 'Laptop loan request' (laptop icon), 'New Hardware' (monitor icon), 'Report laptop/desktop issue' (wrench icon), 'AV Equipment loan request' (gears icon), 'Non-Standard Request' (monitor with exclamation mark icon), 'Surrender or Surplus hardware' (swap arrows icon), 'Research Grant hardware Request' (calendar with checkmark icon), and 'Update Asset information' (laptop icon). A red rectangular box surrounds the 'Research Grant hardware Request' option, and a red arrow points from the bottom right towards it. On the right side, there is an 'articles' section with a list of links: 'Hardware/equipment', 'Policy and Procedure', 'Security and privacy', 'Software', 'Meeting Room Technology', 'Classroom Support', 'New Computer Deployment', and 'Allard Equipment Centre'. The top navigation bar includes 'Home', 'My Requests', and a search icon.

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

The screenshot shows a web application interface with a sidebar on the left and a main content area. A modal window titled "Research Grant hardware Request" is open in the center. The modal has a close button (X) in the top right corner. Below the title, there is a yellow banner with a warning icon and the text: "this request form is to submit for a Research Grant funded Hardware System". Below the banner, there is a section titled "I acknowledge *" with a red border. Inside this section, there is a checkbox followed by the text "this request is for a research grant system". Below the checkbox, there is a red error message: "I acknowledge is a required field". At the bottom right of the modal, there are two buttons: "Send" and "Cancel". A red arrow points from the left sidebar towards the checkbox. The sidebar on the left contains a list of menu items: "Client Services common requests", "Hardware and equipment", "mēskanās and Faculty Centre", "Software", "Email / Cloud / Account", "Telecom", "Classroom Support", "Security and Privacy", "IT Project Support", and "Allard Equipment Centre". The main content area on the right has a search icon and a list of "articles" with expandable items: "Hardware/equipment", "Policy and Procedure", "Security and privacy", "Software", "Meeting Room Technology", "Classroom Support", "New Computer Deployment", and "Allard Equipment Centre".

Complete the form sections as required

MacEwan UNIVERSITY | HELP CENTRE

Home My Requests

Client Services common requests

Hardware and equipment

méskanás and Faculty Centre

Software

Email / Cloud / Account

Telecom

Classroom Support

Security and Privacy

IT Project Support

Allard Equipment Centre

articles

- > Hardware/equipment
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Research Grant hardware Request [X]

Requesting new hardware for:

Research Grant asset owner *

Enter name or email [v]

Location of Research Grant asset owner *

[Text Input Field]

eg. 7-292

Employee ID number of Research Grant asset owner

[Text Input Field]

If known

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

Client Services common requests

Hardware and equipment

méskanás and Faculty Centre

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Research Grant hardware Request [X]

What are you looking to request?

click to view the [MacEwan Hardware standards](#)

Type of request *

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

more RAM

Other...

New option...

Describe your requirements *

Send Cancel

Research Grant hardware Request

Update Asset information

For the Budget Officer section, please put Bryce Wicks

MacEwan UNIVERSITY HELP CENTRE

Home My Requests

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méskanás and Faculty Centre

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Research Grant hardware Request

Drop file here or click to upload

add quotes if available

Are monitors required? *

Yes

No

Department information

Budget officer *

Enter name or email

Send Cancel

Research Grant hardware Request Update Asset information

Input Bryce Wicks

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 research@macwean.ca 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.