

One-Off Software Requests for Full Time Faculty Use

1. Faculty member researches software needed for their teaching or training purposes.
2. A faculty member signs up for the free trial of the software to ensure it meets their teaching and training needs.
3. Once Faculty member has determined that the software meets their needs, they must speak to their Dean or Associate Dean to receive approval to engage ITS to potentially purchase a license of the software.
4. Faculty member opens a ticket with the Service Desk (servicedesk@dc-uoit.ca), stating that they have used a 30 trial for the software and it meets their needs for teaching or training purposes. The Faculty member must provide written approval from their Dean or Associate Dean that they can request for the purchase of the software. The written approval can be a copy of the email from the Dean or Associate Dean approving the software.
5. ITS will receive request and determine if we have sufficient funds to make the purchase. If ITS has sufficient funds, ITS will move forward with purchase. If ITS does not have sufficient funds, an email will be sent to the Faculty member stating that funds are not available to purchase the software and to speak to their Dean or Associate Dean to further determine the best way to acquire the software.
6. If ITS is able to purchase the software, once the license is received, the license key will be emailed directly to the faculty member for installation on their DC owned machine. If the faculty member requires assistance in downloading the software, an ITS Technician can assist with the installation process.