

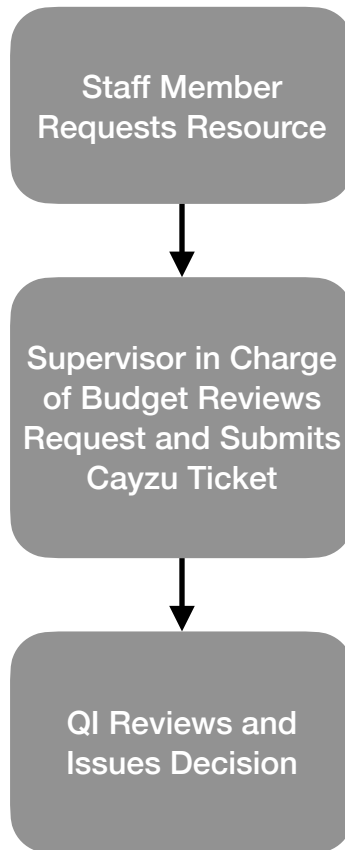
# **Huntingdon College Information Resources Process**

All information resources required for use by any Huntingdon College students for any reason must be submitted for review as indicated in the Faculty IR and Technology Request Flowchart. Specifically, technology resources are covered by the College's Information Security Policy, and as such require appropriate review. The College cannot approve the use of any information resource which could, in the judgment of the Qualified Individual (as defined in the College's Information Security Policy), reasonably be expected to result in the inappropriate sharing of student data.

Failure by an employee to follow this approval process (for information resources to be used by students) could result in the assumption of personal liability by the employee as a result of the use of the resource.

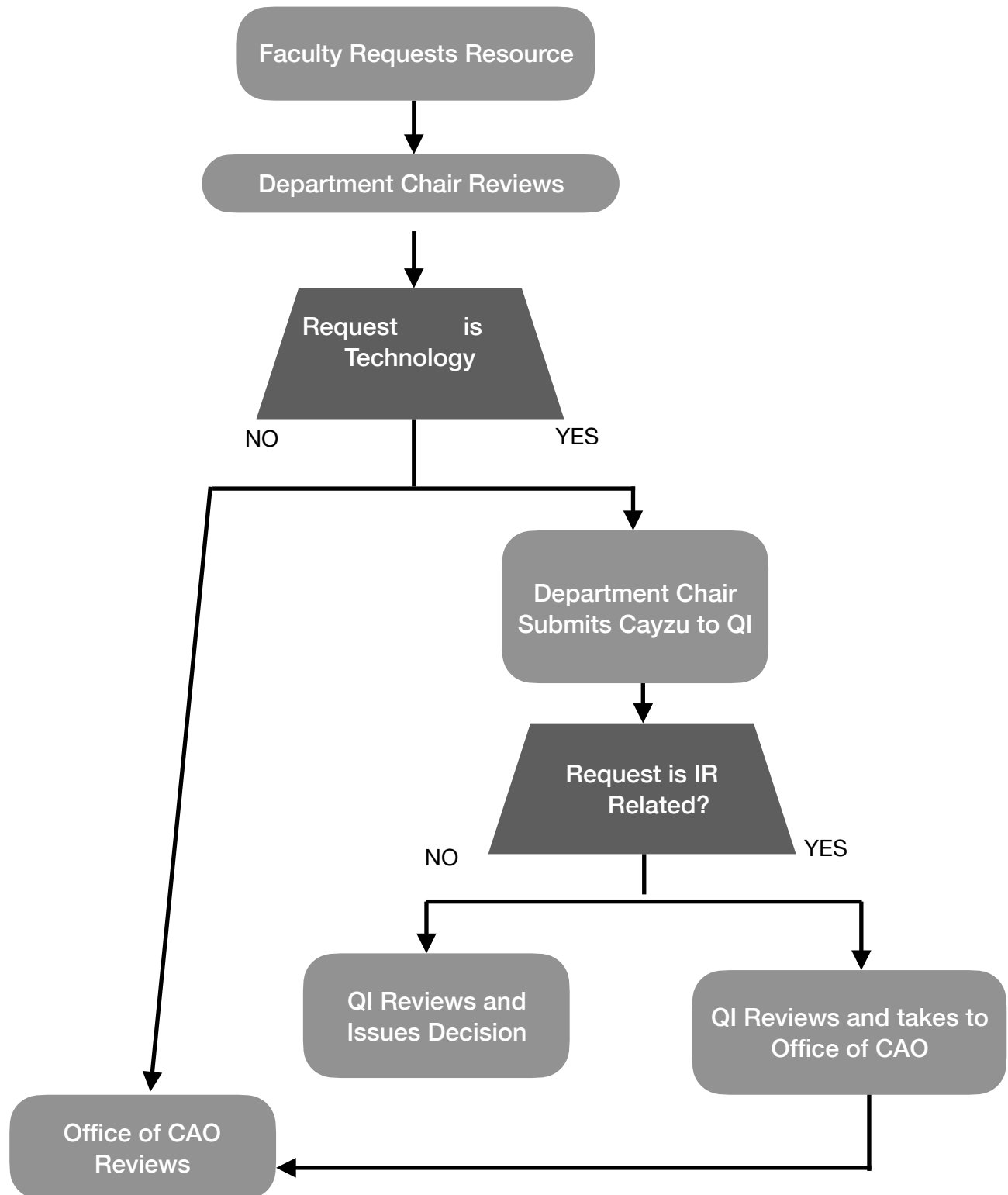
# Staff Technology Request Flowchart

For the purposes of this flowchart, "Technology" refers to any hardware and/or software as indicated in the College's Information Security Policy.



# Faculty IR and Technology Request Flowchart

For the purposes of this flowchart, "Technology" refers to any hardware and/or software as indicated in the College's Information Security Policy.



# Huntingdon College Technology Acquisition Request Instructions

Per the College's Information Security Policy, and Information Resources Policy, acquisition of Technology Software and/or Hardware must follow appropriate approval processes. In order to facilitate compliance with the policy, as well as to encourage efficiency, please note/abide by the following:

1. If approved, **the term of use will be one year**, unless otherwise specified.
2. Requests must be re-submitted once their terms expire.
3. Requests must meet the following deadlines for use in an academic term:
  - **April 15 (an extension to May 15 for 2024) - Fall Term**
  - **October 1 - Spring Term**
  - **February 1 - Summer Term**
4. Requests not intended for teaching purposes (student-use) must allow for **a minimum of 60 days for the approval process**, though it is possible some requests may be processed more quickly. If your request is complex or large, we recommend allowing for 90 days for the approval process.

**(Form is present in Cayzu ticketing system.)**