



Information Systems

Acquiring Software

Currently, the process for acquiring software is somewhat convoluted. Changes in the process will be made in the coming year, but what follows should help in the meantime.

Essentially, there are three ways to acquire software: from the Computer Science Department, from the Information Systems Group, or from departmental, individual school, or classroom budgets.

The Computer Science Department maintains a budget for purchasing instructional software for programs intended to be used by teachers directly with students. Such requests should be submitted to any Computer Science Department member so the department can process the request.

The Information Systems Group also acquires software, primarily utilities, maintenance, and other programs needed for co-curricular faculty or staff use. These items include most of the applications widely run on school computers, including Telnet, FileMaker Pro, Microsoft Office, AppleWorks, VirusScan, OnGuard, Network Assistant, e-mail clients and other such programs. IS also keeps up to date with programs available from the University's Site Licensing Office. Shared licenses for programs like Photoshop Elements and PageMaker can also be purchased if done so for general server-based use. Requests for this type of software should be sent to Curt Lieneck, the Director of Information Technology.

Photoshop Elements, Adobe Illustrator, Dreamweaver, and PageMaker are available on a keyserved basis (see the Help Sheet entitled "Keyserved Applications"). A client installation needs to be done by I.S. staff in order for you to access keyserved applications. Call 2-1852 for assistance.

If a particular classroom, department, or grade level has its own specific and unique need for specialized software that neither the Computer Science or IS budgets will accommodate, then the software should be purchased out of individual department or classroom budgets using the normal purchase process. In this case, it is wise to check with the Information Systems Group to ensure the software will run properly on school computers. It is also a good idea to incorporate these expenditures into your planning for annual budgets.

