	NIEW HIRE COMPUTER PROVISIONING		
Procedure Type:	Administrative	**Initially Approved:**	08/31/2023
Procedure Sponsor:	TCS Manager	**Last Revised:**	03/09/2026
Administrative Responsibility:	IT Business Operations IT Operations	**Review Scheduled:**	04/01/2028
Approver:	TCS Manager		
KB Number	**KB0010132**		

A.   PROCEDURES

Introduction

All purchases must be approved by IT Services and purchased by Mount Royal University authorized purchasing agents, IT Services and Procurement Services. Individual faculty/staff members or departments may not supply computers from an outside source for administrative use. The Software License and Asset Management Administrator is consulted as IT Services point of contact for faculty and administrative department purchases.

Instructions

The faculty or administrative department is responsible for requesting the computer that is to be primarily assigned to the new hire for their administrative responsibilities. As a part of the on-boarding process, department admins may contact the Software License and Asset Management team to make procurement arrangements for a specified computer to be deployed to the new faculty/staff member's work area prior to the first day of work. Requesting computers for new positions would follow the following guidelines:

- Requesting a new hire computer, if above not applicable – please provide the following information:
    - Assignee Name
    - Assignee Email
    - Employee Number (Banner ID)
    - Job Position Number (HR)
    - Department of new hire
    - Office or cubicle number
    - Start Date
    - End Date (if applicable)

- Please submit a service request ticket created in our ticket system: https://itservicedesk.mtroyal.ca/ to the attention of our ITS-Software License and Asset Management team. Our asset management team will process your order and issue a Service ticket for product deployment for each client specified.
- Computers are provisioned by the university and are eligible for refresh for the term that the position number is active; abolished or unfilled position numbers will result in IT Services removing the computer configuration for reassignment to the next position number in need

B.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
08/31/2023	Creation	All	TCS Manager	TCS Manager
03/09/2026	Revision	All	TCS Manager	TCS Manager