This procedure outlines the process for requesting new technologies (hardware and software) for the classrooms and labs, maintained by the UNT Dallas IT team. These rooms include DAL1, room 201D, DAL1, room 201H, DAL1, room 226, DAL2, room 135, DAL2, room 136, and the Mathlab, located in DAL1. Due to the complexity of this task (see below), there will be set dates in which new technology request will be accepted, reviewed, tested, approved/denied, and installed. These dates will be before the fall and spring semester and before the summer terms. Details, about this new procedure, have been provided below.

New Technology Installation Dates

December 15\textsuperscript{th} – January 10\textsuperscript{th}: will serve as the installation date for the Spring Semester

July 20\textsuperscript{th} – August 15\textsuperscript{th}: will serve as the installation date for the Fall Semester

*Being that the software approval process can take up to thirty (30) days for approval the last day to request software for the installation dates are listed below.*

November 15\textsuperscript{th} – last day to request software for the Spring Semester

June 20\textsuperscript{th} – last day to request software for the Fall Semester

New Technology Approval Process

The purpose of the new technology approval procedure is to ensure that software purchased by the university and departments:

- Is in line with teaching and learning goals of the university
- Meets or exceeds purchasing standards for quality and value
- Is compatible with existing and planned technologies
- Is approved by IT
- Is approved by Purchasing and Payment Services (PPS)
- Is approved by Legal

**Step One**: Verify your department has funds to purchase the requested technology.

If your department has the funds for the requested new technology, proceed to step two.

**Step Two**: Contact the IT department (via remedy ticket) to request the new technology.
Tips for new request: Include what the business and or teaching need are for the new request and a projected date in which the request needs to be fulfilled (the IT department cannot guarantee the projected date will be met but will work diligently to accommodate the requestor).

**Step Three:** IT will work with Purchasing and Payment System (PPS) and Legal to verify the license agreement falls in alignment with system wide policies and procedures. Also during this phase, compatibility test with the new technology and the current infrastructure will be conducted.

**Step Four:** Once the requested technology has been approved by all approving parties and purchased, it will be implemented during one of the installation dates mentioned above. Completion of all of the steps mentioned above are necessary and no new technology will be deployed without completing this process entirely.