

**University of Wisconsin - Milwaukee**  
**College of Letters & Science**  
**Computer Acquisition, Deployment and Support**

**Updated July 10, 2006**

**Objective:** As part of a comprehensive desktop and networking support plan, the goal of the College of Letters & Science is to provide every full-time faculty and staff member with a campus network-connected, Windows XP-capable PC (or a comparable campus network-connected, Apple Macintosh computer, if a Windows PC does not meet the business needs of the user.)

Three approaches to computer acquisition in L&S are reviewed here in turn:

- the Computer Acquisition Program (**CAP**);
- **Department or Unit Purchase**; and
- Computer Purchase for **New Academic Hires**.

College policy on computer hardware acquisition adheres to the UWM campus Computer Acquisition Policy:

- <https://www3.uwm.edu/imt/purchasing/hardware/index.cfm>
- [https://www3.uwm.edu/IMT/purchasing/hardware/campus/purchasing\\_procedures/](https://www3.uwm.edu/IMT/purchasing/hardware/campus/purchasing_procedures/)

## I. Computer Acquisition Program (CAP)

The primary source of new computers for L&S departments is the Computer Acquisition Program. This program is intended to fund the office computers of faculty and staff. It does *not* support research-related or teaching lab-related computer purchases.

As a general practice, to ensure that L&S computing needs are appropriately addressed, the College expects to make its annual CAP allocation decisions based on:

- an annual comprehensive audit of L&S computer capacity; and
- an assessment of the business-related computing needs of L&S computer users.

### CAP Computers: PC and Macintosh

- **Identification of Potential CAP Recipients**
  - **L&S Departments**
    - will be asked to submit a list of computer candidates for replacement, ranked by department priority
    - may ask the L&S IT Office for EZ-Audit data on their department's computers, in order to facilitate the drafting of a prioritized list
  - **L&S Administration**
    - will consider, as a whole, all department CAP requests
    - will determine CAP allocations/recipients based on
      - a review of L&S Audits of deployed departmental computers
      - the amount of CAP funds available to the College
      - the number of full-time faculty and staff in given L&S departments
    - will purchase a "highly capable" configuration of computer for distribution to all CAP recipients
- **CAP Computer Deployment and Support**
  - CAP boxes distributed to L&S Departments will be
    - initially shipped from the vendor to the L&S IT Office (LSITO)
    - exclusively deployed with L&S image/networking
    - exclusively delivered and set up by LSITO
    - backed by the support of LSITO
- **"Cascading"**. Beginning in the Spring of 2006, whenever an L&S computer is replaced under the CAP program, that replaced computer will be "reimaged" and "cascaded" by the L&S IT Office to an appropriate L&S department or unit, provided that computer is not obsolete (i.e., capable of supporting the L&S computer image).
  - Computers that are "reimaged" will have all files thoroughly deleted from their hard drives, then have the current L&S image installed upon them.
  - Obsolete computers (i.e., ones incapable of supporting the current L&S "images") will be surplus by the L&S IT Office according to College policy.

## II. L&S Department or Unit Purchase of Computers (Non-CAP-Funded): PC and Macintosh

Under one or more of the following circumstances L&S departments and units may wish to purchase new computers:

- for the use of non-full-time faculty and staff
- in support of faculty research, in addition to the faculty member's "office" computer;
- in support of the special business needs of the department or unit; and/or
- based on grant funding.

When purchasing such computers, departments and units must adhere to the following process:

- **General Guidelines**
  - **Reimbursement:** L&S faculty and staff who purchase computers outside of the formal L&S Purchasing Process will **NOT** be given reimbursement for their PC purchases.
  - **P-Cards:** L&S faculty and staff may **NOT** use a UWM purchase card (P-card) to order computers.
  - **Expert Consultation:** L&S faculty and staff are strongly encouraged to contact the College's "Hardware Purchasing Consultant," Jim Kavanagh ([jamesek2@uwm.edu](mailto:jamesek2@uwm.edu)), to discuss the technologies that will best address their specific needs.
  - **Formal Process:** The formal process by which L&S departments and units may purchase non-CAP-funded computers is appended to this document and available at the L&S IT office web site:
    - <http://lsito.uwm.edu>
- **Computer Deployment and Support**
  - L&S Department- or unit-purchased computers will be
    - initially shipped from the vendor to the L&S IT Office (LSITO)
    - exclusively deployed with L&S image/networking
    - exclusively delivered and set up by LSITO
  - backed by the support of LSITO

### III. Computer Purchases for New Faculty/Academic Staff Hires

To assist each new faculty and academic staff hire in university-related instruction and research, the College generally provides that person with a desktop computer, printer, and appropriate software -- according to terms articulated in an "offer of employment" letter. The following general procedures will inform the computer purchase process for new academic hires in the College of Letters & Science:

- **Hardware Configuration:** By default, a high-end L&S-configured Dell PC will be ordered for each incoming academic hire; the PC's hardware configuration details – e.g., its CPU speed, RAM, hard drive size, display monitor, etc. – are provided at:
  - <http://www.uwm.edu/letsci/lsito/faqs.html#pc>
- **Software and Operating System:** The high-end L&S-configured Dell PC will include the Windows XP Professional operating system and a comprehensive suite of software, detailed at:
  - <http://www.uwm.edu/letsci/lsito/faqs.html#image>
- **Special Requirements:** During the discussion of the terms of her/his potential employment by the College, a prospective L&S academic hire should identify any compelling instructional and/or research requirements that she/he believes would not be addressed by the College's high-end L&S-configured Dell PC.
- **Expert Consultation:** For more information on the configuration of the high-end L&S-configured Dell PC and/or to discuss the technologies that would best address their specific instructional and research needs, prospective academic hires are directed to contact the College's "Hardware Purchasing Consultant," Jim Kavanagh ([jamesek2@uwm.edu](mailto:jamesek2@uwm.edu)).

## Appendix I: L&S Purchase Process for Non-CAP-Funded PC and Macintosh Computers

- **L&S Purchase Process for Non-CAP-Funded PC's**
  - **Access UWM's "Dell Premier" site and shop for your desired computer(s)**
    - Point your browser to the **Dell Premier web site**: <http://premier.dell.com> [The Premier site is also accessible from: <https://www3.uwm.edu/IMT/purchasing/hardware/campus/> ]
      - Select "Shopper" as your "Access group"
      - Enter your (case-sensitive) password
        - Please note: The first time you visit the Dell Premier site, simply enter your UWM email address and choose a simple password for subsequent access to the Dell Premier site
      - Click the "Sign In" link
    - In the "**UWM Recommended Desktops and Laptops**" section of the "Standard Configurations" section of UWM's Dell "Premier" site, you may
      - Add your preferred Dell model to the shopping cart by clicking the "Add to Cart" link and/or
      - Specify a custom configuration by clicking on the "Customize" link
    - When you have finishing shopping for your computer(s), **save an E-Quote**
      - Click on the "Save an E-Quote" link on the Shopping Cart page
      - Complete the E-Quote Form
      - Under the "Send this E-quote to your Authorized Buyer" section:
        - enter Jan Gomez as the buyer
        - send the E-quote to Jan at [janice@uwm.edu](mailto:janice@uwm.edu)
        - enter [jamesek2@uwm.edu](mailto:jamesek2@uwm.edu) as an additional e-mail recipient so that your purchased may expeditiously be reviewed and ordered.
- **L&S Purchase Process for Non-CAP-Funded Mac's**
  - **Access UWM's "Apple Store" site and shop for your desired computer(s)**
    - Point your web browser to the **Apple Store web site**:  
<http://store.apple.com/Catalog/US/Images/routingpage.html>
      - In the "Shop for your School" section, click on the "Find Your College or University" link
      - Enter "Wisconsin" and "Milwaukee" as the "State" and "City" respectively
      - Select "Univ. Of Wisconsin-Milwaukee" from the Drop-Down box, then click the Continue button
  - **Shop** for your Apple Macintosh product(s)
  - When you have finishing shopping for your computer(s), click on the "**Save for later**" link to send your proposal to the Apple Authorized Purchasing Agent. At the next screen:
    - Enter "[ismac@uwm.edu](mailto:ismac@uwm.edu)" (all lowercase, no quotation marks) as your "AppleID"
    - Enter "**macuwm**" (all lowercase, not quotation marks) as your "Password"
    - Click the "Sign In" button
    - E-mail the proposal to [janice@uwm.edu](mailto:janice@uwm.edu), [dsiercks@uwm.edu](mailto:dsiercks@uwm.edu), and yourself. (Enter separate e-mail addresses, separating each address with a comma.)
  - **Janice Gomez** ([janice@uwm.edu](mailto:janice@uwm.edu) ) will confirm the purchase.