

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/letscli/sito/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/letscli/sito/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).

L&S Purchase Process for Non-CAP-Funded PC's

Access UWM's "Dell Premier" site and shop for your desired computer(s)

- First time users of the Dell Premier site should visit:
 - https://www3.uwm.edu/IMT/purchasing/hardware/campus/campus_comp_purch_login/index.cfm
 - Enter your UWM ePanther username and password, then click "login".
- For subsequent visits, you can simply point your browser to: **<http://premier.dell.com>**
 - Select "Shopper" as your "Access group"
 - Enter your (case-sensitive) password
 - 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
 - enter jamesek2@uwm.edu as an additional e-mail recipient so that your purchase may expeditiously be reviewed and ordered.