

POLICY

This policy outlines specific guidelines for borrowing and handling SLU IT equipment during employment at the CUNY School of Labor and Urban Studies (SLU) located at 25 West 43rd Street, New York, NY 10036.

Adherence to this policy is the responsibility of all SLU employees—part-time and full-time staff and faculty.

SLU reserves the right to limit the borrowing of portable IT equipment if employees do not comply with this policy.

OBJECTIVE

- Provide access to portable loaner SLU owned IT equipment for SLU employees.
- Provide clear communication on the IT equipment available to SLU employees.
- Set clear guidelines for borrowing and returning SLU IT equipment.

CUNY SLU IT TEAM

SLU Information Technology	Contact
Service Desk Hours	Main #: 646-313-8440
Monday – Thursday: 9am-9pm	Servicedesk@slu.cuny.edu
Friday: 9am-5pm	
Jeff Rickman	Main #: 6646-313-8444
	Mobile: 929-775-1729
	Servicedesk@slu.cuny.edu
Shawn Sukhu	Main #: 646-313-8445
	Mobile: 929-775-1634
	Servicedesk@slu.cuny.edu
Ralph Tricoche	
Kelvin Huang	
Guillermo Meneses	Main #: 646-313-8440
Dorel Elvy	Servicedesk@slu.cuny.edu
Brian Bones	
Tarik Kamel	

POLICY

Borrowing Portable SLU IT Equipment

- Visit the IT Service Desk on the 18th floor or email <u>ServiceDesk@slu.cuny.edu</u> to request equipment.
- Complete the *Property Control Form* and email it to <u>ServiceDesk@slu.cuny.edu</u> (see form below).
- **New Employees**: Supervisors must complete the *Onboarding Form* for each employee, which includes the borrowing of IT equipment request (see form below).



Pick-up of IT Equipment & Return Location:

• 18th IT Service Desk

Available Portable IT Equipment

- 14" laptops; I7 processor, 32GB ram and 512GB SSD
- 16" ADA laptops; I7 processor, 32GB ram and 512GB SSD
- 11" iPads; 16GB ram and 256 SSD
- Technology equipment is replaced every 4 5 years or when deemed needed by SLU IT.

Available Software Upon Request:

- CUNY Wide Enterprise Applications
 - Office 365
 - Microsoft Visio
 - Microsoft Project
 - Dropbox
 - Adobe Creative Cloud
 - o Zoom
 - CATS (CUNY Assistive Technology Services)

- Qualitative:
 - o ATLAS.ti
 - o Zotero
 - o ArcGIS
 - RefWorks
- Quantitative:
 - IBM SPSS Statistics
 - o Maplesoft
 - o R Studio
 - o SAS
 - Microsoft Access

IT Equipment & Software Not Listed

Department Approval is <u>required</u> for IT equipment requests not listed above, see form below:

- Faculty Technology and Software Request Form: <u>https://forms.office.com/pages/responsepage.aspx?id=h3DRTimX3U-aw-JAS-</u> GSzwmAJKdgbi1Ji9w0J9HfeVhUQkJFRDBUNEpLTkpVN0RVVUJPVVdMNDlGRC4u&route=shorturl
- Accessibility requests for specific IT equipment will need to be processed by HR and SLU IT.
- Internet Access is not provided off campus.

Handling of Equipment (Do's and Don'ts)

- Keep your password private; do not share passwords with anyone.
- SLU IT equipment is to be used for work purposes, not for personal use.
 - Do not download any personal software/videos/etc.
 - Do not connect to any personal accounts.
- Handle equipment with care.
- Do not drop the equipment.
- Do not place heavy objects on top of equipment, since this may damage the screen.
- Do not spill any liquids on equipment.
- Do not eat over equipment; crumbs cause keyboard keys to stick and not work.
- Do not try to remove keyboard keys or open the body of the equipment.

Maintenance of Equipment

- All borrowed equipment must be updated every 1-2 months.
- Employees are responsible to <u>Schedule an Appointment</u> with the IT Service Desk and bring the borrowed IT equipment back to our SLU campus for maintenance.



SLU EMPLOYEE IT EQUIPMENT LOANER POLICY Revised 5/2025

• If SLU equipment is not upgraded and patched, current employees run the risk of cyber-attacks and being locked out of their SLU/CUNY services.

Returning Equipment

- All equipment and accessories must be returned to the IT Service Desk for full maintenance at the end of each semester.
- SLU IT will return the IT equipment to the borrower after full maintenance has been completed.
- All borrowed portable IT equipment and accessories must be returned *prior* to leaving the position during the off-boarding process.

When Equipment is *not* Returned

- Current employees will have limited access to borrowed IT equipment and run the risk of being locked out of the CUNY network.
- Employees leaving their position will have their last check *withheld* until they return all SLU IT equipment and accessories.

REPORTING ISSUES:

Issues to this policy should be reported via email to Jeff Rickman (<u>Jeff.Rickman@slu.cuny.edu</u>) and Shawn Sukhu (Shawn.Sukhu@slu.cuny.edu).

RATIONALE:

• To inform SLU employees of the SLU Campus Loaner of IT Equipment Program available to all SLU employees.

APPROVAL

This policy has been approved by the Associate Dean of Finance, Administration, and Operations.

COMMUNICATION

This policy will be emailed to our SLU Employees at the start of every academic term, and will be posted at entrances, designated boards/monitors, and on our <u>SLU Service Desk</u> webpage.

Effective Date

This policy is effective immediately and will be updated accordingly.

FORMS

- Property Control Form
- Onboarding Form & Exit Forms
- Faculty Technology and Software Request Form: https://forms.office.com/pages/responsepage.aspx?id=h3DRTimX3U-aw-JAS- <u>GSzwmAJKdgbi1Ji9w0J9HfeVhUQkJFRDBUNEpLTkpVN0RVVUJPVVdMNDIGRC4u&route=shorturl</u>

Property Control Form for The School of Labor and Urban Studies

Please return the completed form to the Property Management Office

Requestor / Liaison Name: Check (Please print) Property Department Name: type on the left Building and Floor / Room: Date:	 Exchanged Stolen Obsolete\Salvaged Return for Credit
	Transfer
Requestor / Laison Information T Signature:	Certified By
	(Please sign) Date:
CUNY Tag # Description Manufacturer Model # Serial #	From To New Responsible Person and / or Building and Room Building and Room Department (Code)
Image: Approval Name: (Please print)	Image: Sector of the sector of th
(Please sign)	Date:
IT Director Approval Name: (Please print)	
(Please sign)	Date:



Ticket # To be filled by SLU IT Service Desk

CUNY SCHOOL OF LABOR AND URBAN STUDIES THE CITY UNIVERSITY OF NEW YORK

SLU Service Desk | Phone 646 313-8440 | Fax 646 313-8302 | ServiceDesk@slu.cuny.edu

Staff & Faculty IT Onboarding Form

Name:	EMPLID:	Employee Status: *Please check with the HR Department*
Manager:	Manager Email:	
	Department:	Employee needs a desk phone:
Manager Telephone:		Employee needs a Tech Device: *Please check with the IT Service Desk*
Desk Location:	Expected Start Date:	Flease check with the H Selvice Desk

-----NOTICE------ Please have manager authorize each access ------NOTICE------

Shared Mailbox Access:	Shared Drive Access:		
Which mailbox do they need access to:	Which Drive do they need access to:		
AUTHORIZED BY:	AUTHORIZED BY:		
Sharepoint Site Access:	Additional Software and Access:		
Which SharePoint site are they going to have access to:	Does the employee need access to additional		
	software or special software? Please let us know:		
AUTHORIZED BY:	AUTHORIZED BY:		

CUNYFIRST Access:	Computer Sharing	
If the employee needs special privileges or access to CUNYFIRST please go to <u>CUNYFIRST Security</u> fill out the relevant form and send us a copy of the form.	If employee is part time are they share a computer:	
CUNY SLU ID Card * Pick up at the 19th FL Reception Desk*	Comments:	
PVC Card (Plastic card serving as Identification purposes only)		
Smart Card (Serves as Identification purposes and allows door access on campus.)		

PLEASE SAVE A COPY OF THIS DOCUMENT FOR YOUR RECORDS

SLU Service Desk | Phone 646 313-8440 | ServiceDesk@slu.cuny.edu

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Staff & Faculty IT Exit Staff Form

CUNY SCHOOL OF LABOR AND URBAN STUDIES THE CITY UNIVERSITY OF NEW YORK

Name:	EMPLID:	Employee Status: *Please check with the HR Department*
Manager:	Manager Email:	
	Department:	Employee had a desk phone:
Manager Telephone:		Employee had a Tech Device:
Desk Location:	Expected End Date:	*Please check with the IT Service Desk*

-----NOTICE------ Please have manager authorize each access ------NOTICE-------

Shared Mailbox Access:	Shared Drive Access:
Which mailbox did they have access to:	Which Drive did they have access to:
AUTHORIZED BY:	AUTHORIZED BY:
Sharepoint Site Access:	Additional Software and Access:
Which Sharepoint site did they have access to:	Did the employee have access to additional software or special software? Please let us know:
	AUTHORIZED BY:

CUNYFIRST Access:		Computer Sharing		
If the employee needed spector to CUNYFIRST please go to out the relevant form and ser	cial privileges or access <u>CUNYFIRST Security</u> fill	-	loyee v Yes	was part time did they share a computer: □ No
CUNY SLU ID Card		Comm	ents:	
Did Employee return their CUNY SL	U ID Card to Operations staff?			
Yes No				
If so, who did they return the ID f	to?:			

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