



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 Monday – Thursday: 9am-9pm Friday: 9am-5pm | Main #: 646-313-8440 ServiceDesk@slu.cuny.edu |
| 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 | Main #: 646-313-8440 ServiceDesk@slu.cuny.edu |
| Kelvin Huang | |
| Guillermo Meneses | |
| Brian Bones | |
| Tarik Kamel | |

POLICY

Borrowing Portable SLU IT Equipment

- Visit the IT Service Desk on the 18th floor or email ServiceDesk@slu.cuny.edu to request equipment.
- Complete the *Property Control Form* and email it to ServiceDesk@slu.cuny.edu (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
 - Zoom
 - CATS (CUNY Assistive Technology Services)
- Qualitative:
 - ATLAS.ti
 - Zotero
 - ArcGIS
 - RefWorks
- Quantitative:
 - IBM SPSS Statistics
 - Maplesoft
 - R Studio
 - SAS
 - Microsoft Access

IT Equipment & Software Not Listed

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

- 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 [Schedule an Appointment](#) with the IT Service Desk and bring the borrowed IT equipment back to our SLU campus for maintenance.



- 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 (Jeff.Rickman@slu.cuny.edu) 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 [SLU Service Desk](#) webpage.

Effective Date

This policy is effective immediately and will be updated accordingly.

FORMS

- *Staff & Faculty Onboarding Form*
- *Staff & Faculty Exit Forms*



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

Ticket #

To be filled by SLU IT Service Desk

Staff & Faculty Onboarding Form

Name: _____

EMPLID: _____

Employee Status:

Please check with the HR Department

Manager: _____

Manager Email: _____

Employee needs a desk phone:

Manager Telephone: _____

Department: _____

Employee needs a Tech Device:

Please check with the IT Service Desk

Desk Location: _____

Expected Start Date: _____

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

| | |
|---|---|
| Shared Mailbox Access: <input type="checkbox"/> | Shared Drive Access: <input type="checkbox"/> |
| Which mailbox do they need access to: | Which Drive do they need access to: |
| AUTHORIZED BY: _____ | AUTHORIZED BY: _____ |
| Sharepoint Site Access: <input type="checkbox"/> | Additional Software and Access: <input type="checkbox"/> |
| 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 CUNYFIRST Security fill out the relevant form and send us a copy of the form. | If employee is part time are they share a computer: <input type="checkbox"/> Yes <input type="checkbox"/> No |

| |
|----------------------|
| Comments: |
| |

PLEASE SAVE A COPY OF THIS DOCUMENT FOR YOUR RECORDS

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Ticket #

To be filled by SLU IT Service Desk

Staff & Faculty Exit Staff Form

Name: _____

EMPLID: _____

Employee Status:

Please check with the HR Department

Manager: _____

Manager Email: _____

Employee had a desk phone:

Manager Telephone: _____

Department: _____

Employee had a Tech Device:

Please check with the IT Service Desk

Desk Location: _____

Expected End Date: _____

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

| | |
|--|--|
| Shared Mailbox Access: <input type="checkbox"/> | Shared Drive Access: <input type="checkbox"/> |
| Which mailbox did they have access to: AUTHORIZED BY: _____ | Which Drive did they have access to: AUTHORIZED BY: _____ |
| Sharepoint Site Access: <input type="checkbox"/> | Additional Software and Access: <input type="checkbox"/> |
| Which Sharepoint site did they have access to: AUTHORIZED BY: _____ | Did the employee have access to additional software or special software? Please let us know: AUTHORIZED BY: _____ |

| | |
|---|--|
| CUNYFIRST Access: | Computer Sharing |
| If the employee has special privileges or access to CUNYFIRST please go to CUNYFIRST Security fill out the relevant form and send us a copy of the form requesting to Delete All Access. | If employee was part time did they share a computer: <input type="checkbox"/> Yes <input type="checkbox"/> No |

| |
|------------------------------|
| Comments: |
| |

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