

Dornsife Faculty Computer Support Program **Effective: February 10, 2021**

Eligibility: Full-time faculty who are continuing from last year with a 3.25 merit rating or better, have less than \$5,000 in funding (excluding Chair and Provost funds) and who have not received a USC-purchased or department-provided computer or tablet in the last (5) five years and have a need for one for their teaching activities.

Step 1: Faculty member submits request for computer in myDornsife

The faculty member submits the form in myDornsife under My Computer Support Program to request a new computer to support their teaching efforts.

Step 2: Dornsife Faculty Affairs processes request

Dornsife Faculty Affairs will process this request (which requires 2-3 business days) and inform the faculty member that the request was approved or denied. Approved requests advance to Step 3. Per University policy, assets purchased with university funds remain the property of the university and are recorded in the Employee Inventory Form.

Step 3: Faculty member contacts Dornsife Technology Services (DTS) to select laptop and submit order request

The faculty member submits a request to DTS by following the link in the approval email or logging into the support portal: <https://dtssupport.usc.edu>.

Requests are expected to be in the neighborhood \$500 - \$2,300 with an explanation required for larger amounts, in **no instance to exceed \$2,500**. DTS is happy to offer consultation services to identify a machine suitable for the needs of the faculty member. Please see DTS's recommended standard laptops here: https://dtssupport.usc.edu/support/catalog/items?category_id=7000198853.

Step 4: DTS orders, processes, encrypts and distributes machine to faculty member

DTS will handle ordering, receiving, inventorying, and encrypting (applied to all mobile devices) the machine. Once the machine is ready, DTS will contact the faculty member to exchange the machine. DTS requires two weeks processing time for acquisition and processing; special cases or items out of stock may take longer.

Funds are not guaranteed for any period of time, and this grant program may be changed or discontinued at any time at the discretion of the Dornsife Dean.

