Dear Part-time Faculty Member,

Due to limited available office space on campus for Part-time faculty, the University has devised a “Part-time Faculty Computer Loan” program just for you! You are eligible to borrow a used Dell desktop style computer from the University to bring home for University business. Computers will be preloaded with Microsoft Office 2007. For more information on this program, please go to [www.ccsu.edu/its](http://www.ccsu.edu/its) and click on “Policies.”

Here are instructions on obtaining a computer:

1. Contact the IT Help Desk at (860)832-1720 and request a computer as part of the Part-time Faculty Computer Loan Program. Once your request is processed, an IT staff member will e-mail you with the information you need, including the state asset tag of the computer, so that you can complete the “Off Campus Equipment Loan” form.
2. Complete the “Off Campus Equipment Loan” form and obtain signatures from your Academic Department Chair (Department Head) and School Dean (Vice President). The form can be printed from: [http://www.ccsu.edu/admaffairs/forms.htm](http://www.ccsu.edu/admaffairs/forms.htm) in either Word or PDF format.
3. Once you have the completed form with signatures, contact the IT Help Desk to schedule an appointment to pick up the computer.
4. Pick up the computer at the appointed time. Information Technology is located in the lower level of Henry Barnard Hall, Room 019. The closest parking is the West Garage.

Here are instructions on returning the computer:

1. Obtain your Department Head’s signature on Section 2 of the Off-Campus Equipment Loan form.
2. Contact Inventory/Property Control at (860)832-2358 or (860)832-2321 to coordinate a time to return the equipment.
3. Return the equipment to Inventory/Property Control located in East Hall.

Computer specifications will vary depending upon what is available at the time of the request. Any additional hard drive space, memory or peripherals will need to be purchased by the Academic Department.

On behalf of Information Technology, welcome to CCSU!