Computer Ordering Information - Faculty & Staff

Computer Ordering

**IT Centralized Purchasing Policy**

All computers will be purchased by IT on a 4-year refresh cycle. Computers will be purchased twice a year; a larger purchase will occur in the Fall and a smaller purchase in the Spring.

- Each year, individuals identified for a replacement computer will be required to complete a survey to determine the choice of Mac or Windows laptop (only one computing device per employee).
- Unless otherwise indicated, all laptops will include a standard configuration.
- This device becomes your primary device for use on campus as well as any remote work as per PASSHE policy, with the understanding that staff and faculty will bring their MU issued laptop to/from campus.
- Windows 10 desktops are available via a University virtual desktop ([IT Remote Resources](#)) for those using non-university-owned equipment.
- Each University-owned device will be safeguarded with multiple layers of cyber-security measures.
- PASSHE has required that everyone take part in cyber security awareness training annually.

**FAQs**

**Frequently Asked Questions**

Current Computer Standards

- Apple: Macbook Pro, Macbook Air
- Dell: Laptop
- 24" Dell Hub monitor - this includes the docking station

**Users with enhanced graphics/processor needs will be identified (and approved by Dean/VP) and will receive a base model in line with said needs.**

**Other monitor options** (at departmental expense - departmental cost center number needed):

- Second 24" Dell monitor
- In lieu of Standard Hub monitor and second monitor, 1 - 34" curved conference monitor with built-in docking station, integrated camera and speakers.

Windows
The Department of Information Technology has a contract with Dell, Inc. for Windows based computers. Each new computer will come loaded with current Microsoft Office operating system and software as well as Adobe Acrobat Pro. If you require additional Adobe software please click the "Software" tab above for more information.

For Personal Purchases

Member offers are available ONLY at your dedicated member site.
All discounts will be applied at checkout.

ACCESS MEMBER OFFERS HERE: www.dell.com/dellu/millersville

Kevin Moore
Strategic Account Manager, Dell University
Dell Technologies | Member Purchase Program
KEVIN.C.MOORE@Dell.com

Please note that any consumer quotes made can only be purchased using a credit card.

Mac

Mac Laptops

The Department of Information Technology has a contract with Apple, Inc. for the purchase of Apple products for the University.

Each new computer will come loaded with current Microsoft Office software. If you require Adobe software please click the "Software" tab above for more information

iPads

For information and specs on iPads, please see Apple Store - iPads. To order an iPad please contact open a ticket with the Help Desk.

Apple Support: Vintage and Obsolete Products
For personal purchases: Apple Store for Education

Software
Microsoft Office

Each computer will come loaded with Microsoft Office 365 applications.

Adobe Creative Suite Products

Adobe Acrobat Professional is automatically loaded on each new computer. For downloads of other specific Adobe Creative Suite Products please contact the Help Desk at x7777 to place a service call. Be sure to indicate whether you have a PC or Mac to ensure the proper technician is assigned to the call.

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<th>Available Creative Suite Downloads:</th>
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<td>InDesign</td>
<td>Flash Professional CC &amp; Mobile Device Packaging &amp; Updates</td>
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<td>Photoshop</td>
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<td>**InCopy CC &amp; Updates</td>
<td>**Premier Pro CC &amp; Updates</td>
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<td>**Gaming SDK</td>
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<td>**Flash Professional CC &amp; Mobile Device Packaging &amp; Updates</td>
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<td>**Muse CC</td>
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<td>**SpeedGrade CC &amp; Updates</td>
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Technology Peripherals/Accessories
All technology related purchases of peripherals/accessories must be approved and purchased by the IT Department, regardless of the funding source. Please see PASSHE's SourcePoint through your link in ESS. These items should not be purchased via Purchasing credit card. Quotes may be required from IT for certain items.

Peripheral/Accessories (inclusive but not limited to):

- speakers
- laptop cases
- laptop backpacks
- flash drives
- external hard drives
- network cables
- cell phone power adapters
- portable PA systems
- tablets/iPads/cellular phones
- shredders
- alarm clocks
- batteries for UPS
- monitor arms
- anti-theft kits
- blank cds/dvds
- monitors (external)
- wired or wireless mics
- wired or wireless keyboards
- ergonomic keyboards
- scanners
- webcams
- DP to HDMI hubs
- power strips/surge protectors
- electronic presenters
- routers or hubs
- video adapters

*Subject to change

Please note: Headphones are considered personal use items and are not approved for use of public funds.
Help Desk

Help Desk Contact Info

Location: Boyer Building
Phone: 717-871-7777
Email: help@millersville.edu

Classroom Hotline: 717-871-7280
After Hours D2L Help: 877-325-7778

D2L Email and Live Chat

Hours:
Call Center

- Fall/Spring Semesters:
  - M-TH 8AM - 7PM EST, F 8AM - 5PM EST
- Summer Sessions:
  - M-F 8AM - 4PM EST

Walk-in TAC

- M 9-11AM, 12-7PM
- T 11AM-4PM
- W 9-10:30AM, 1-7PM
- TH 9AM-5PM
- F 9-11AM, 1-4PM

By Appointment - book an appointment

Technical Assistance Center - access via W. Frederick Street side of building