

Monroe County Community College
Software Procedure

Policy Type: District Procedure

Policy Title: Software Procedure

This Policy Affects: Administrators, Faculty, and Staff

Purpose: The MCCC Software Request Procedure outlines the procedure to follow to obtain software for necessary job functions.

1. Employees who need specialized software for their office computers and/or labs must submit a software request to the IT department.
2. All software applications must be vetted and approved by the IT department before it can be installed on college owned devices.
3. All commercial software must be purchased and registered by the college.
4. No software purchased for home use should be installed on college devices.
5. No Software will be installed that is not properly licensed to the college.

We are committed to providing our employees with the tools and resources they need to be successful, and we are also committed to protecting the security and integrity of the college's information and data. Our company software procedure is an important part of that commitment.