

Educational Technology Requisition Form

Name:

Department:

Location:

Date:

What is the objective of the educational technology?

Did you have any specific technology in mind?

What is the name of the technology?

Where did you discover the technology?

When would you like this to be available?

For Administrative use only:

Is there any other technology currently filling this objective? Is this technology hosted in the cloud or locally?

Does this technology require a contract?

Does this technology require an account to access?

Will this technology store student information? If so, how?

How will we safeguard data stored from short and long term data loss?

When completing the Educational Technology Requisition Form please include as much information as possible. Once you have saved the form, please open a new Compass ticket by selecting Report an Issue. In the ticket description, please include "Route technology request to College of Nursing RICHMOND – Applications" and attach your saved requisition form as an attachment. Your request will then be routed to the Educational Technology Committee Chair who will follow up with you on next steps of your request. If you have any questions, please email Julie_Marsh@bshsi.org.