



Procuring Technology for Working Remotely

If necessary, it may be possible to use your Procurement card (Pcard) to purchase technology *accessories*, such as a mouse, toner, or a keyboard, during this unique COVID-19 situation. Please check with your manager for approval.

Items that are **not** approved for Pcard purchase include all computers, laptops, Chromebooks, tablets, and iPads. The Office of Information Technology has technology equipment to loan. If you need any technology, please reach out to us by contacting the [IT Help Desk](#) or emailing NorseIT@nku.edu.

Purchasing computers and tablets outside of the NKU quoted standards violates NKU procedures. In such instances, IT will provide “best effort” support, but cannot guarantee functionality on our network.

Borrow a Laptop / Headset / Microphone / Hotspot / Web Cam

Contact the [IT Help Desk](#) or email NorseIT@nku.edu to request equipment for teaching or working remotely. Laptop computers, headphones, microphones, web cameras, and internet hotspots are available to borrow. This equipment will help to create a reliable working and teaching environment.

IT also has equipment to loan to students who are taking summer classes and need technology. Advise your students to contact the [IT Help Desk](#) or email NorseIT@nku.edu to request equipment.

ITAC Software Requests Due

The ITAC Academic Software Allocation Program is an annually funded program run by the Information Technology Advisory Committee (ITAC). Annually, the committee

has a software request process whereby deans, department chairs, or directors submit prioritized software requests for the committee's review.

The Goals of this program are to provide funds for new or existing software that impacts the instructional process. Please see your Dean or Department Chair for the 2020 ITAC Software Request form.

Microsoft Teams Tasks App

The Planner app in Teams will become the Tasks app. This app will bring a cohesive task management experience to Microsoft Teams. Microsoft will begin this change this month.

Users will now be able see their individual tasks and team tasks in a single app. Personal tasks are powered by "To Do" (which also powers Outlook tasks) and team tasks are powered by Planner. The **Personal list** and **Team list** in Tasks lets users view, manage, and prioritize their respective tasks.

Existing Planner tabs will behave the same as they do today but will show an additional list view. Please contact the [IT Help Desk](#) with any questions.

Do your students need help navigating Canvas?

If you find yourself providing training for how to use Canvas, you can refer your students to [CITE's student resource page](#). Additionally, Canvas has a comprehensive list of [student guides](#). The [IT Help Desk](#) is also available to provide student assistance.

How to access Virtual Computer Software

NKU offers a convenient solution for accessing NKU software from any internet connected device - a virtual desktop.

Faculty, staff, and students can use NKU's virtual desktops. [Follow these instructions](#) to install. Please contact the [IT Help Desk](#) if you need assistance.

Some feature highlights:

- Access to software that is not installed on your computer
- Windows 10 Virtual desktops for faculty/staff and students

- Smartphone and tablet apps
- Use Windows software on a Mac

Check our [IT website](#) for the latest system alerts and news.
Follow updates on Twitter [@NKUCIO](#)