Help Documents

- **Inventoried Equipment Information**
  - Off-Campus Equipment Authorization Requests — How to fill out the online off-campus equipment use form.
  - Off-Campus Inventory Form Procedure — How to fill out the paper off-campus equipment use form.
  - Off-Campus Inventoried Equipment Policy — The Franklin College policy for off-campus inventoried equipment.
  - Transferring Inventoried Equipment — How to fill out and submit the necessary paperwork when moving equipment.

- **Purchasing**
  - Primary Computer Lifecycle Management Process — Timeline and instructions for requesting and managing computers for faculty and staff
  - Equipment Allocations Process — Details about requesting funding for technology hardware and software
  - Student Technology Fee (STF) Process — Guidelines, details, and timelines for requests for funding for technology that serves instruction and provides a direct student benefit.
  - Computer Equipment Software or Services (CESS) Process
  - Wireless Communications Devices (WCD) Policy Information

External Resources

- UGA RUSS system
- UGA Property Control
  - UGA Property Control Forms
- UGA Inventoried Property Policies

Contact the Franklin OIT Help Desk

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<th>Help Desk</th>
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<td><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></td>
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<td>706-542-9900</td>
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Hours of Operation

- Monday - Friday
- 8:00 a.m. - 5:00 p.m.

Website Information

- Homepage
  - http://oit.franklin.uga.edu
- Directory
  - http://oit.franklin.uga.edu/people
- Service Offerings
  - http://oit.franklin.uga.edu/service-offerings

Systems Status Information

- Franklin OIT Status
  - http://status.franklin.uga.edu/
  - https://kb.franklin.uga.edu/x/BQB0
- UGA/EITS Systems Status Pages
  - http://status.uga.edu
  - https://twitter.com/uga_eits
  - https://www.facebook.com/uga.eits
- USG Systems Status Page
  - http://status.usg.edu