EIT Process for Software and Web Site Purchases

What is it?
Allows for a Security, Accessibility and Policy review of a purchase request.

When do I use it?
Any time you are purchasing software, website access, etc. that is not purchased through the MSU Tech Store

Why is this important?
It helps to ensure products MSU is using are accessible to all users and meet standards for information security and other policies

How long does it take?
The process typically takes less than 2 weeks, but can be faster or slower depending the amount of review needed

How do we do it?

Step 1 - Ask faculty to fill out questionnaire about the reasons for use, types of data the tool uses, audience, etc.

Step 2 - Prepare EIT form for submission with requisition

Step 3 - Start a requisition in KFS and attach the form

Step 4 - Complete all requisition data that you know and submit the REQ

Step 5 - A purchase order is automatically generated where the status will be updated and should be monitored for questions from Purchasing

Step 6 - Once the purchase order is approved it will be assigned a purchase order number and the item can be officially ordered

Considerations and Tips

- One of the chief reasons for this process is to ensure we are not sticking FERPA, PCI, HIPAA, etc. data into systems that don't have the measures in place to protect such data.
- When the form asks about students using it, the question means students in classes. If students are using it as employees they count as staff
- If a tool is approved for one audience or project, it doesn't mean it is approved for everyone or other projects
- Even if your software/technology is free a requisition and purchase order will still need to be submitted for approval

Future Work

- Creating a form with faculty focused language to collect use information
- Working with IT to better streamline the process and document available/existing information

Helpful Links

[MSU Web Accessibility EIT Process](#)

[IT Purchasing Process](#)

[Qualtrics IT Readiness Form](#)