



Medicine Hat College Procedure MOBILE IT CONNECTIVITY

Procedure #: PR-IT-01-01
 Procedure Authority: Director, Information Technology
 Executive Sponsor: Vice-President, Administration and Finance
 Approved by: Vice-President, Administration and Finance
 Effective Date: May 4, 2022

1. PURPOSE

This procedure provides direction on the process to be followed to use a mobile device (college or personally owned) to access Medicine Hat College (MHC) owned or controlled information services.

2. SUPPORTING

IT-01 Mobile IT Connectivity (the **policy**)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

4.1 Using a Personal Device for Remote Access

The use of personal devices for remote access is managed by Information Technology Services (ITS) using User and Network Access Controls.

ACTION	RESPONSIBILITY
Contact the ITS Call Centre/Support Center to determine eligibility and technical requirements.	Employee

4.2 Purchasing, and Conditions of Use of College Allocated Mobile Devices

The department requesting the device is responsible for the device purchase fees and all associated contractual, licensing, and monthly usage fees.

ACTION	RESPONSIBILITY
Complete the "Mobile Device Application Form" (on Source in the Financial Services Section) to request a college owned device.	Employee
Present the completed form to the respective Dean, Director, Executive Director or Vice-President for approval.	Employee
Send the approved form to MHC Financial Services who will process authorized requests and purchases for college owned devices.	Financial Services

5. ADDITIONAL INFORMATION

Mobile Device Application Form (Financial Services – Source)

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

Date: May 4, 2022

DOCUMENT HISTORY

April 2016	Procedure approved
May 2022	Revised procedure approved