

PROCEDURE MANUAL

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	Last Revision Date:	02/04/2026	
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	Last Review Date:	04/13/2026	
Section:	Technology	Subject:	Support for Personal Equipment

PURPOSE

The purpose is to outline the procedure Arizona Western College’s (AWC) Information Technology Services & Support (ITSS) takes in support of personal devices while ensuring the security of institutional data and minimizing risk associated with personal device use.

SCOPE

This procedure applies to all users of AWC technology assets including employees, students, volunteers and contractors.

PROCEDURE

1. Definition

- 1.1. Personal devices are defined as systems (PC, MAC, phone, tablet, etc.) that are owned by a college employee and/or student for the purpose of this procedure are considered their personal property.

2. General

- 2.1. ITSS does not maintain, support, or perform maintenance on personal devices.

3. Software

- 3.1. ITSS does not distribute license keys for software.
- 3.2. ITSS can provide licensed software for use to an employee or student on their personal devices where licensing for such use is consistent with the vendor’s licensing policy.
- 3.3. Where possible, the software will be self-contained, in most cases downloaded directly from the vendor using AWC user (employee or student) credentials to access. Instructions on how to access can be made available.
- 3.4. ITSS does not help with the installation or troubleshooting of software installed on personal devices. Software issues or configuration questions should be referred to the software manufacturer or to the maker of the device.
- 3.5. Any software given to an employee is for personal use ONLY on their system only and not for redistribution on any other systems in any form.
- 3.6. Any redistribution of software constitutes a breach of the College’s license agreements and must be reported to ITSS immediately.

3.7. If your AWC affiliation ends (as student or employee), licensed software will cease to operate once your accounts are deactivated.

4. Network Connectivity

4.1. ITSS cannot assist in the configuration of connecting personal devices to our wireless network or assist in troubleshooting issues with personal devices

4.2. ITSS will review all requests for an authorized connection to the AWC network through VPN services.

HISTORY

IT Reviewer Name	Update Date	AWC Reviewer	Approval Date
Tyler Vodehnal	12/24/2023	A Herrington	5/22/2023
		D Corr	5/22/2023
Scott Estes, Caleigh Flores, Tyler Vodehnal	11/20/2023	D Corr	04/01/2024
Scott Estes, Tyler Vodehnal, Mercedes Soto	02/3/2025	Ashley Herrington	4/14/2025
Scott Estes, Tyler Vodehnal	02/04/2026	Dr. Reetika Dhawan	04/13/2026