KeyServer Policy
August 15, 2001

KeyServer services are free to all Cal Poly faculty and staff. Since access to the KeyServer is controlled through IP addressing a network connection is required. To create a KeyServer account go to http://keyserver.calpoly.edu and fill out the online form. An account will be created within one working day. If a lab or non faculty/staff request is made to receive KeyServer services it will be considered on a case by case basis.

Software Acquisition
The current pool of KeyServer Software includes the following titles –

Acrobat
Illustrator
PhotoShop
PageMaker
Director
Dreamweaver
Flash
Fireworks
Sound Forge
Zoom Text

New software is considered if there is a campus wide benefit. If a specific department or individual will use the software then it is expected that the software will be purchased by them. If there is campus wide benefit the new software will be considered by the ITS KeyServer team.

February - A notice will be sent out to LAN coordinators and other interested individuals to let them know that we are considering our software purchase. The notice will state what licenses we currently have, the number of licenses we have and request information on any modifications to our current pool of licenses.

March - An analysis of requests will be conducted. The analysis will focus on modifications of existing and new requests. Analysis will be conducted by a review of by reviewing the KeyServer logs to ensure that we have enough licenses and that we are fully utilizing the licenses we own. New request will be considered if there is a campus wide benefit.

April - Bids will be requested and analysed

May – Purchase orders will be developed. Purchase orders will be submitted for June 1 purchase.

June – Receive new licenses and prepare them for distribution.