Do you want to use a new Cloud Service?

Have you seen an online application or service that can help your teaching, research, project or daily work? Perhaps you have a colleague at another institution that has recommended a great tool they have access to online?

Before you start using an externally hosted service, we need to ensure that it is safe and secure and won’t put Griffith staff or students at risk. Externally hosted services sit outside of Griffith University’s control, and don’t have the same guarantee of accountability that applies to internally hosted applications.

Any externally hosted service must follow a review process. This process exists to ensure the service doesn’t get “stopped at the gate” by security, legal, or other concerns just before you start using it (or, even worse, when it’s in use).

First things first

Griffith might already be using it or have a comparable service available. Visit https://teams.griffith.edu.au/solutions/ss-contract-register/Pages/Home.aspx.
If it is not listed click on “Submit Request for Contract Review” and fill out as much information as you have.
Software Services will use this information, and may suggest alternatives that are already approved at Griffith for you to consider.
If you do select a pre-approved service, you do not have to go through the remaining steps in this process. Software Services will help you move straight onto procurement.

I need a new service

Software Services will help you complete some checklists to send on for approval.
This will ensure that personal data is protected appropriately and that other staff who might want to use this product or one like it can find it. (Do your colleagues a favor)
Software Services will coordinate with the internal departments for the contract and/or terms of use. They will consult with Finance, Legal and other areas, and the University’s approval boards.

I need it authorised

The Chief Technical Officer provides advice and recommendations to the Vice President (Corporate Services) (VP (Corp)) to ensure the service is approved to proceed.
As the policy states, the VP (Corp) has University-wide responsibility for privacy and data usage, as well as financial controls.
Software Services will complete the required approvals and contract initiation and the appropriate delegated authority (PVC (INS), VP (Corp), etc.).

When can I start using the service?

All requisite parties at Griffith University should have now reviewed the request.
Software Services will contact you to inform you of the outcome.
If approved the request is logged in the IT Contract Register and added to the list of known services.
Annual notifications about license renewals are sent to the business owners recorded in the IT Contract Register. The business owner must review each service system (at least annually) to ensure it is still provides what Griffith needs at a reasonable cost.
For more information on this process, and to start requesting a service, access the Cloud Applications site at https://teams.griffith.edu.au/solutions/ss-contract-register/Pages/Home.aspx or by scanning the QR Code.