



CAL POLY

Online ICT Form

Introduction

It is the policy of the CSU to make information technology resources and services accessible to all students, faculty, staff and the general public regardless of disability.

The Information and Communication Technology (ICT) process exists to help you make the best possible decision, ensure Cal Poly compliance obligations are met and provide due diligence, oversight of campus resources.

As the requestor, you are accountable / responsible for understanding the impacts, compliance, risks, opportunities, and trade-offs to Cal Poly associated with your product/service.

The purpose of this form is to gather your contact information and document products / services to be acquired (purchased, donated, research and/or grant funded).

ICT requests are reviewed for compliance with existing [laws, policies and standards](#), including:

- Accessibility
[CAP 1203.2 Information and Communications Technology \(ICT\) Decisions Policy](#)
[CAP 153.1 Digital Accessibility](#)
- Information Security
[CAP 1210 Information Security Policy](#)
- Procurement Services
[CAP 370 Contracts and Procurement](#)
- Technology Integration & Support

As the requester, please be sure to work closely with your college/division internal review team, technical team; campus teams; and actively engage your vendor in the process.

ICT requests are processed quickly, when required information is readily available.



As you proceed through the form, please note the "Save" option at the top of each screen.

[Information and Communication Technology \(ICT\) Process Flowchart - November 16, 2025](#)

[Information and Communication Technology \(ICT\) Online Form Preview \(PDF, all questions\) - November 16, 2025](#)

Online ICT Form – <https://surveys.calpoly.edu/s3/ICT>



We're here to help you get started.

ICT Review Contacts:

- Accessibility: ATI@calpoly.edu
- Information Security: ictsecurityreview@calpoly.edu
- [Procurement Services](#)
(contacts and general information)

We would be glad to assist you with:

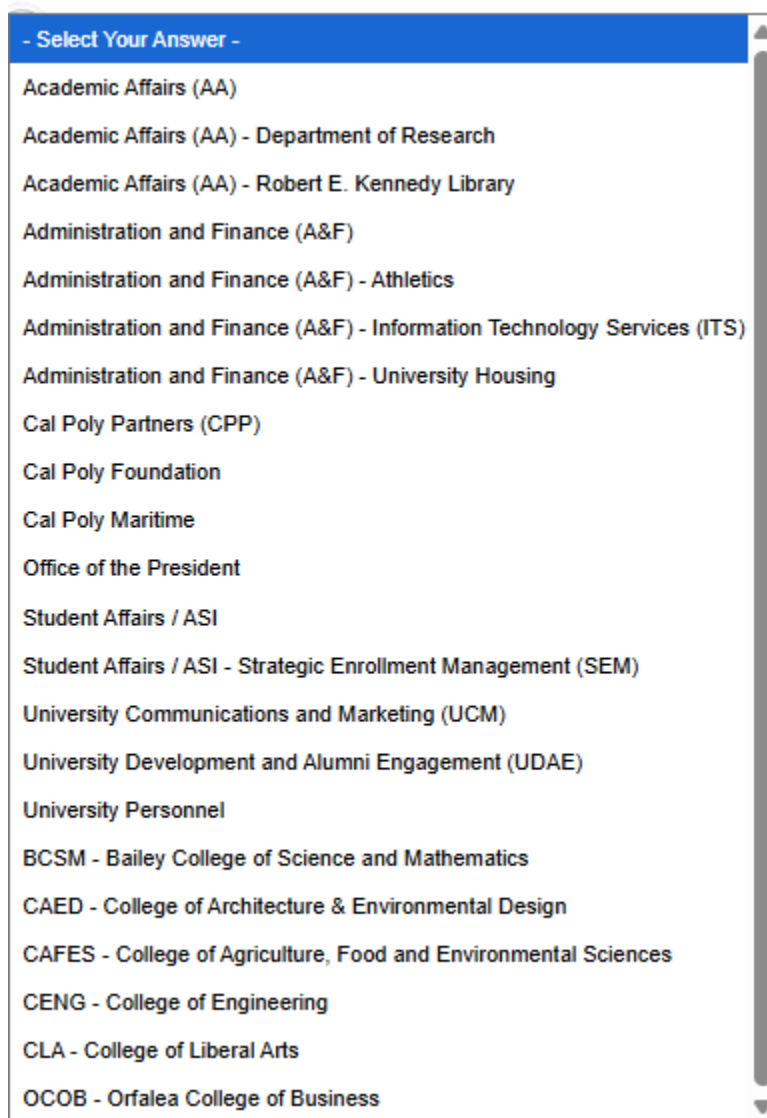
- understanding the ICT process steps
- talking through the types of services required
- weighing trade-offs of different options
- making an informed and prudent decision

Please indicate the type of product / service to be acquired. *

- ☐ New acquisition
(new to Cal Poly and/or never vetted via the ICT process)
- ☐ Repeat acquisition
(previously vetted via the ICT process, no substantive changes)
- ☐ Acquisition update
(previously vetted via the ICT process, substantive changes indicate a new review is needed)
- ☐ New development
(new "in house" application/service to Cal Poly and/or never vetted via the ICT process)

Please indicate your area. *

▼



A screenshot of a web-based survey form. At the top, there is a blue header bar with the text "- Select Your Answer -". Below this, a list of organizational units is displayed, each preceded by a small, faint circular icon. The list includes various departments and colleges, such as Academic Affairs, Administration and Finance, Student Affairs, and several colleges. A vertical scrollbar is visible on the right side of the list, indicating that there are more options than can be shown at once.

- Select Your Answer -
- Academic Affairs (AA)
- Academic Affairs (AA) - Department of Research
- Academic Affairs (AA) - Robert E. Kennedy Library
- Administration and Finance (A&F)
- Administration and Finance (A&F) - Athletics
- Administration and Finance (A&F) - Information Technology Services (ITS)
- Administration and Finance (A&F) - University Housing
- Cal Poly Partners (CPP)
- Cal Poly Foundation
- Cal Poly Maritime
- Office of the President
- Student Affairs / ASI
- Student Affairs / ASI - Strategic Enrollment Management (SEM)
- University Communications and Marketing (UCM)
- University Development and Alumni Engagement (UDAE)
- University Personnel
- BCSM - Bailey College of Science and Mathematics
- CAED - College of Architecture & Environmental Design
- CAFES - College of Agriculture, Food and Environmental Sciences
- CENG - College of Engineering
- CLA - College of Liberal Arts
- OCOB - Orfalea College of Business



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Getting Started

The form is comprised of six sections:

1. Contact Information
2. Product / Service Information
3. Department / Campus Review
4. Product / Service Supporting Documentation
5. Audience / Location
6. Information Security

The time to complete the form will vary, based on the unique circumstances around each product/service. The estimated time to complete this survey, based on historical averages is 10 minutes.

*As you proceed through the form, required questions are noted with an asterisk.
(e.g., high contrast red-on-white-background asterisk *)*

*Please note the "Save" option at the top of each screen.
(e.g., you can save your work and return to update or complete the form at a later time)*

After submitting the ICT Online Request Form, you will receive a confirmation receipt and guidance on "next steps".

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Contact Information – Step 1 of 6

The following information will be used for clarifications and communicating status during the ICT review process.

Contact Information

	Name	Department / Title	Email	Phone
You *				
Vendor (accessibility)				

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Product / Service Information – Step 2 of 6

The following information outlines what is being acquired.



If you have questions or need help completing this section:

Please contact Craig Schultz - ICT Liaison, ATI@calpoly.edu, 756-6117.

Name / Title *

(e.g., Atlassian Confluence Wiki)

Version *

For "Cal Poly hosted" products/services, be sure to indicate the formal title and version.

- COMSOL Inc. - COMSOL Multiphysics Class Kit v6.5 (v2025)
- Desigo CC Windows One Click Client v8.x (v2025)

For "cloud" products/services, be sure to indicate the product/service plan.

- Canva Pro Teams (v2025) - Cloud
- Dropbox Plus Plan (v2025) - Cloud

Description *

(e.g., please provide specific details about what the product / service is and functionality it provides)

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Department / Campus Review – Step 3 of 6

The following information outlines "how" this product/service best meets your needs and identifies the Information Security Coordinator (ISC) for your area.



If you have questions or need help completing this section:

Please contact Craig Schultz - ICT Liaison, ATI@calpoly.edu, 756-6117.

How does this application / service best meet your customer needs? *
(e.g., compared to other available solutions or vendors)

Information Security Coordinator

Administration and Finance (A&F)

Including:

- Athletics
- University Housing

and:

Cal Poly Maritime

Karyn Cornell (Interim)

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Product / Service Supporting Documentation – Step 4 of 6

The following section provides additional information and supporting documentation for the product/service.



If you have questions or need help completing this section:

Please contact Craig Schultz - ICT Liaison, ATI@calpoly.edu, 756-6117.

What is the transaction type that will be used for this acquisition? *

Select one of the following and include tracking info, a contact person and brief description in "Comments".

If you select "ProCard", state who is the card holder and attach software waiver per file upload question (scroll down).

- ☐ CSUBUY Requisition / Purchase Order
- ☐ ProCard
- ☐ CSU or Cal Poly Process (e.g., IFT (was CPO), expenditure transfer)
- ☐ Direct Reimbursement
- ☐ Donation (e.g., University Development contact)
- ☐ Open Source (free download)
- ☐ Vendor Download (\$0)

Comments

Please enter any links that would be helpful to the review.

(e.g., accessibility, information security, compliance)

Please upload any supporting documentation you'd like to share.

(e.g., accessibility and information security related)

Browse...

Would you like to see examples of supporting documentation?

- ☐ Yes
- ☐ No

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Online ICT Form – <https://surveys.calpoly.edu/s3/ICT>

Would you like to see examples of supporting documentation?

☒ Yes

☐ No

Examples of supporting documentation include:

Baseline

- Contract / Agreement
- ProCard Waiver (if applicable)
- Quotes
- Reference checks
- Requisition / Purchase Order
- Reviews / comparisons (e.g., Gartner, IDC)
- Sole Source Justification (if applicable)
- Vendor responses, correspondence

Compliance / Technical

- Architecture, data and work flows
- Certifications (e.g., AOC, HIPAA, ROC, SOC3, SSAE16)
- HECVAT
- VPAT (Voluntary Product Accessibility Template) / ACR (Accessibility Conformance Report)
- TAAP (Temporary Alternative Access Plan) - formerly, Equally Effective Alternate Access Plan (EEAAP).
- ICT supporting documentation (Sections 508 and 255)
- Accessibility roadmap
- White papers

Cal Poly Specific

- Application data request (if needed)
- Authentication request (if needed)
- Confidentiality Agreement
- Donation / Gift Forms
- Responsible Use Policy Agreement
- Third Party Vendor Security Questionnaire (if needed)

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Audience / Location – Step 5 of 6

The following information outlines your ICT product/service timeline, use, audience, and potential impact.



If you have questions or need help completing this section:

Please contact Craig Schultz - ICT Liaison, ATI@calpoly.edu, 756-6117.

What is the primary intended use of the product/service? *

Select one of the following items.

- ☐ Administrative Service (Internal Audience)
- ☐ Administrative Service (External Audience)
- ☐ Administrative Service (Both Internal and External Audiences)
- ☐ Auxilliary Service (CPP/ASI)
- ☐ Academic Instruction (Classroom/Lab)
- ☐ Academic Research (Individual/Limited)
- ☐ Accessibility
- ☐ Co-Curricular (Clubs, IRAs, etc.)
- ☐ Other (please specify in "Comments")

Comments

Online ICT Form – <https://surveys.calpoly.edu/s3/ICT>

Please tell us about your product / service deployment.

Note: each "Impact Group" requires both "Quantity" and "Comments" fields to be completed.

Quantity

Enter your best estimate of the number of people that will **DIRECTLY interact** with the product/service being reviewed PER YEAR.

(e.g., user-facing: 150 students across 3 courses/year = 450 students)

(e.g., admin "back-end" / support team: 10 technical/specialized staff)

(e.g., opt-in use by Cal Poly community partners during campus events = 1,000 users)

Comments

Enter the use scenario for the impact group.

(e.g., teaching and learning)

(e.g., academic research)

(e.g., campus events - performing arts)

	Impact Group	Quantity Per Year (Estimated)	Comments
Largest Impact Group *	- Select Your Answer -		
Second Largest Impact Group	- Select Your Answer -		
Third Largest Impact Group	- Select Your Answer -		

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Where will this product/service be used? *

Check all that apply.

- ☐ Classroom(s)
- ☐ Virtual Computer Lab(s) (VCL)
- ☐ Computer lab(s)
- ☐ Specific location(s)
(e.g., 5-10 offices scattered across campus; research facility; emergency operations center)
- ☐ Single department / college / division
(e.g., offices/service points in a single organizational unit)
- ☐ Multiple departments / colleges / divisions
(e.g., offices/service points in multiple organizational units)
- ☐ Campus-wide (enterprise, large-scale deployment)
(offices and service points across ALL departments, colleges, divisions)
- ☐ Public - On Campus
(e.g., digital signage, kiosks, service points/events like Campus Dining, PAC, Athletics)
- ☐ Public - External
(e.g., anywhere, anytime worldwide via Web or mobile app)
- ☐ Specific location(s) - Facilities / Infrastructure
(e.g., utilities, physical systems of the university)
- ☐ Mobile Device (Cal Poly smartphone, tablet, laptop)
- ☐ Personal Device (computer, smartphone, tablet, laptop)
- ☐ Point of Sale
- ☐ Other

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Information Security – Step 6 of 6

The following information helps to identify audit, compliance, data, regulatory, and security requirements.



If you have questions or need help completing this section:

Please contact Craig Schultz - ICT Liaison, ATI@calpoly.edu, 756-6117.

Is the product / service hosted off-site? (outsourced or "cloud hosted") *

(e.g., the product / service does not reside at Cal Poly; the infrastructure is hosted at an off-campus location and involves remote/virtual services via a secure network connection)

- ☐ Yes - all aspects of the product/service are off-site.
- ☐ Some aspects of the product/service are off-site, others are hosted at Cal Poly.
- ☐ No - the product/service is entirely hosted by Cal Poly (e.g., on prem or Cal Poly AWS).

Does the product/service accept inbound network connections?

(e.g., the product/service acts as a server listening for requests)

- ☐ Yes
- ☐ No

Do users require access from off-campus?

(e.g., no off-campus access is needed or required)

(e.g., off-campus access is needed and Cal Poly VPN is fine)

- ☐ Yes
- ☐ No

Comments

Will the product/service collect, transport, store and/or analyze/process Cal Poly data? *

(e.g., the new product will collect data; the service will leverage existing data, which will require data mapping and integration).

[Click here](#) for data classification descriptions and campus examples.

☐ Yes

☐ No

What is the highest (e.g., most sensitive) level of data this product/service will handle? *

[Click here](#) for data classification descriptions and campus examples.

☐ Level 1

☐ Level 2

☐ Level 3

☐ No Sensitive Data

Please enter your LAST name. *

(e.g., Jones)

Please enter your Cal Poly email address. *

(e.g., mmustang@calpoly.edu)

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Thank You!

Your responses have been received and recorded.

We sincerely appreciate your time and attention to detail.

Having accurate information significantly streamlines ICT discussions and evaluation activities.

The Cal Poly ICT Team

You will receive a confirmation email and PDF of your ICT submission within the next few minutes.

The Cal Poly ICT Team will be contacting you within the next 1-2 days to confirm "next steps" in the ICT process.

If you have a clarification that requires immediate and personal attention, contact:

Craig Schultz - ICT Liaison

ATI@calpoly.edu, 756-6117

Additional information about the ICT process, standards, roles and related campus processes is [located here](#).

