Submit a request for purchase

Version 19

Submit a request to purchase educational technology

Which scenario best fits your request?

There are many different types of requests for educational technology purchases, each with their own process. Please select the scenario that best fits your situation to see the workflow for that type of request:

Are you a school administrator and need a tool implemented quickly for one of your programs?

- Contact Jason Cousins directly with your request:
  Jason Cousins
  416.764.0607
  jason.cousins@senecapolytechnic.ca

Are you faculty, staff or a department and want the institution to purchase a new or replacement tool?

- This process begins with completing the Pre-Check (PDF). The Pre-Check asks requesters to reflect on the tool they would like the institution to purchase. Once completed, please email this pre-check to etac.request@senecapolytechnic.ca.
- Requests are evaluated annually in January using the ETAC Rubric for Educational Technology Tool Evaluation to evaluate the tool and make a recommendation to the central approvals group (the VPA, the AVP Information Services, AVP Academic Planning, and Director of Infrastructure).

The full Framework is available to Seneca employees when they are logged into MySeneca.

Are you having a technical issues with an existing tool?

- Contact ITS for assistance: servicedesk@senecapolytechnic.ca

- If the issue is Learn@Seneca related, contact bbsupport@senecapolytechnic.ca

Not sure what tool to use?

- Contact the Teaching & Learning Centre to discuss possible solutions and strategies: teaching@senecapolytechnic.ca

None of the above applies to me

- Contact us directly: seneca.etac@senecapolytechnic.ca

Educational Technology Tool Finder

Have you checked the Educational Technology Tool Finder yet?

Contact us

Seneca ETAC
seneca.etac@senecapolytechnic.ca

tags : educational-technology, educational-technology-advisory-committee, educational-technology-tools, educational-tools, etac, pre-check-pdf, request-for-purchase, teaching-and-learning, teaching-and-learning-centre