

Information Resources

Computer Lab and Classroom Software Installation Request

Instructions:

This form is to request the installation of special software onto any computer lab or classroom machines. All sections must be completed before returning this form and supporting material to the Computer Help Desk in Holcomb 317. Please review the Lab and Classroom Software Installation Policy for details on policy and the installation procedure. Requests received after the cut-off dates listed in the policy will be automatically moved to the next installation date. No software will be distributed to a lab or classroom until both IR and the requesting faculty/staff have verified it is working correctly and does not adversely effect other applications. The contact person will receive a Service Request number to track the installation.

<p>Contact Information:</p> <p>Name: _____</p> <p>College/Department: _____</p> <p>Office Phone: _____</p> <p>Email: _____</p>	<p>Software Information:</p> <p>Title: _____</p> <p>Vendor: _____</p> <p>Number of licenses owned: _____</p> <p>Please provide to Information Resources:</p> <ul style="list-style-type: none"> <input type="radio"/> Copy of license certificate (must show license key and number of licenses) <input type="radio"/> Installation Media <input type="radio"/> Installation manual or detailed instructions <input type="radio"/> Any special instructions or considerations 										
<p>Dates (Circle one of each):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Install Date</u></td> <td style="text-align: center;"><u>Removal Date</u></td> </tr> <tr> <td>ASAP (Needs IR Approval)</td> <td>One Month</td> </tr> <tr> <td>Next Install Date</td> <td>End of Semester</td> </tr> <tr> <td>For Next Semester</td> <td>End of Year</td> </tr> <tr> <td>For Next Year</td> <td>Never</td> </tr> </table>	<u>Install Date</u>	<u>Removal Date</u>	ASAP (Needs IR Approval)	One Month	Next Install Date	End of Semester	For Next Semester	End of Year	For Next Year	Never	
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For Next Semester	End of Year										
For Next Year	Never										

Lab Information:

Place a check mark next to the lab(s) that should receive the software. Please note that IR will not exceed the number of licenses available. Please inquire at the HelpDesk if you are unsure of the number of machines at any location.

<p><u>Instructional Labs</u></p> <ul style="list-style-type: none"> <input type="radio"/> FC148 <input type="radio"/> FC248 <input type="radio"/> HB106 <input type="radio"/> HB110 <input type="radio"/> JH037 <input type="radio"/> JH041 <input type="radio"/> JH083 <input type="radio"/> JH220 	<p><u>Departmental Labs</u></p> <ul style="list-style-type: none"> <input type="radio"/> FC152 <input type="radio"/> GH037 <input type="radio"/> GH220 <input type="radio"/> GH313 <input type="radio"/> HO100 <input type="radio"/> JH208 <input type="radio"/> JH218 <input type="radio"/> JH253 <input type="radio"/> JH280 <input type="radio"/> JH301 	<ul style="list-style-type: none"> <input type="radio"/> LH119 <input type="radio"/> PB206 <input type="radio"/> PB302 <input type="radio"/> PB309 	<p><u>Other Labs</u></p> <ul style="list-style-type: none"> <input type="radio"/> Atherton Union <input type="radio"/> HB109 <input type="radio"/> FC138 <input type="radio"/> Hampton House <input type="radio"/> ResCo <input type="radio"/> Ross hall <input type="radio"/> Schwitzer Hall <input type="radio"/> University Terrace 	<p><u>Classrooms</u></p> <ul style="list-style-type: none"> <input type="radio"/> JH216 <input type="radio"/> JH236 <input type="radio"/> JH242 <input type="radio"/> PB103 <input type="radio"/> PB202 <input type="radio"/> PB204 <input type="radio"/> PB205 <input type="radio"/> PB212 <input type="radio"/> GH108 <input type="radio"/> HB122 <input type="radio"/> HB124 <input type="radio"/> HB231 <input type="radio"/> HB233 <input type="radio"/> HB237 <input type="radio"/> HB239 <input type="radio"/> JH076 <input type="radio"/> JH141 <input type="radio"/> JH170
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Information Resources Use ONLY	
Date Received:	SR#:
Form Verified By:	IT Approval: