

CIS PC Lab Software Installation Request

In order to install software, you must provide Academic Computing Services (ACS) with:

- the software media (or a Web site URL)
- documentation (or a Web site URL)
- proof of licensing indicating the number of licenses

Return this form, plus the media, documentation, and proof of licensing to the Help Desk in the Voorhees Computing Center. Please allow two weeks for the software to be installed. ACS will retain the media and documentation.

Restrictions:

Software must be Y2K compliant. Software should NOT require a hardware key or a dongle. Demo or evaluation software will not be installed.

Requestor Information

Name: _____

Department: _____

Phone Number: _____ **E-mail Address:** _____

Campus Address: _____

Software Information

Software Package: _____ **Version:** _____

Software Vendor: _____

Number of Licenses: _____

____ **The software is available from the Web at this URL:**

____ **The software is available on the media provided (CD-ROM/floppy disk/Zip disk).**

Please list the locations where the software needs to be installed:

Date: _____

Notes:

The software will be removed after the last Summer session unless a new CIS PC Lab Software Installation Request form has been received by the last day of the Summer session. When the software is removed from the system, ACS will return any floppy disks/CD-ROMs and documentation to the requestor.