



DotCIO PC Lab Software Installation Request

Instructors can request that Academic and Research Computing (ARC) install software in DotCIO-managed public labs for use by a class. In order to install software, ARC must be provided with:

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

The following types of software will **not** be installed:

- demo, trial, or evaluation copies of software
- software requiring a hardware key or dongle on the lab PC

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. ARC will retain the media and documentation.

Instructor and Course Information

Course: _____

Printed Name: _____

Signature: _____

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 *DotCIO 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, ARC will return any floppy disks/CD-ROMs and documentation to the requestor.