

## Software Installation Request Instructions

Before you request software please review our current software listing.

To request additional software in the labs please go through the [self-service portal](#).

Choose the option to Request Something:



### Request Something

Have a question or need to request something?

Under the Category Desktop or Lab Hardware & Software

Select the option Hardware or Software Recommendation



#### Desktop or Lab Hardware & Software

- Standard Computer Setup
- Hardware or Software Installation
- Network Printer Setup
- Re-purpose/Re-image Computer
- Hardware or Software Recommendation

Then fill in the request details. Please be sure to indicate that you are making a request for a Technology Learning Space and include the Building and room number of the lab you would like to see the software in the additional information field.

Recommend hardware or software purchase

**Requested For**

\* Requested for

Department

**Request Details**

\* Do you need a recommendation for Hardware or Software?

\* Computer Type?

\* Is this an Office or Technology Learning Space?

\* Who will be using this computer? Please provide the Names and NetIDs(if known) for each user.

\* Additional Information  
▶ More information

Submit

<b>Requests must be into by:</b>	<b>For software that will be used in:</b>
<b>1st Monday in May</b>	Fall Semester
<b>1st Monday in October</b>	Winter and Spring Semesters
<b>1st Monday in March</b>	Maymester and Summer Semesters

The software will be installed if there are available licenses and the software operates with the current software running on the system. In order to provide software consistency from one user to the next and for schedule classes, many restrictions have been placed on the software and the operating system. Our team will make its best effort to work with the requesting department(s) and the software manufacturer(s) to make the installation successful. If unresolvable installation problems should arise, OIT will not be able to install the software. The department will be responsible for identification and purchase of new or replacement software, as well as notification of outdated software that should be removed.

Once the software is in place, OIT will test the software using the manufacturer's provided tutorials and samples. The department should perform further testing using both the manufacturer and instructor provided samples. Software should be completely tested before making it available to students and relying on it for instructional or researching purposes. Please keep in mind that sufficient lead-time is the key to success.

Students and instructors are encouraged to report software issues with current software through the [self-service portal](#).