

## SOFTWARE INSTALLATION REQUEST FORM

Software installation requests are processed as they are received with highest priority given to requests that support academic programs.

Installation completion is dependent on the time period a request is received. No ad hoc requests can be processed during the first two weeks of the semester. All ad hoc requests received thereafter will require a minimum of 10 business days for installation due to class schedules, ITS Staff workload, and limited classroom access.

Due to the high volume of requests each semester, requests must be received by the dates below:

- Fall Semester: 15<sup>th</sup> of July
- Spring Semester: 1<sup>st</sup> of December
- Summer Semester: 15<sup>th</sup> of April

First Name	Last Name
Department	Lander Email
Phone Extension	Other Contact Number
Classroom(s) for Installation	Date Requested
Software Name	Software Version
License Type	Number of Licenses
Course(s) for which software is required	Section(s)

I confirm that:

- I understand the policies outlined above regarding installation timelines.
- I am agreeing to provide the necessary materials described below.
- I understand that the processing of my request does not begin until I provide ITS with (1) a copy of purchase order, (2) copy of paid invoice with the number of seats/licenses, (3) current license agreement and installation key, (4) registration card with serial number and date of purchase, (5) original manuals and technical documentation, (6) software program installation instructions, and (7) system requirements and technical support contact numbers.
- If I have additional questions, I can consult with ITS by calling the help desk at (864) 388-8234.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_