SOFTWARE INSTALLATION REQUEST ON INSTRUCTIONAL COMPUTERS

This form may be found online at http://www.umflint.edu/its/services/forms/software.pdf

Instructions: This form was designed for faculty or staff who need software install on the instructional computers at University of Michigan-Flint. Please complete this form and return it to Information Technology Services at 905 NBC. Be sure to include media, proof of ownership, and license with your form.

First Time Installation ☐ **Renewal** ☐

Installation Location (room/building): ☐ **Computer Lab** _____ ☐ **Classroom** _____ ☐ **Other** _____
For the locations of ITS Computer Labs-http://www.umflint.edu/its/services/labs.htm and Classrooms-http://www.umflint.edu/its/services/mcs/equipped.htm.

Name: _____ **UMID:** _____
first middle last

Campus Address: _____ _____ _____
department room/building phone

Software Type: ☐ Application Software ☐ Data File(s)

Operating system required: ☐ Windows OS Vista ☐ Mac OS

Title: _____

Software vendor/owner: _____

To be accessed by (list groups/individuals): _____

Type of Media: ☐ Floppy Disks ☐ CDs ☐ DVDs **Number of floppies, CDs, or DVDs:** _____

Number of concurrent users licensed: _____
If you plan to install software to access in a computer lab, you MUST have enough licenses for every computer in that lab or you must purchase Keyserver for your departmental instructional lab.

Is software copyright protected? ☐ yes ☐ no
If software is copyright protected, please attach a copy of the license agreement indicating permission for installation on a Local Area Network server.

Note: Once the software and this form is delivered to the ITS HelpDesk at 206 MSB or 905 NBC, please allow three weeks to process.

I have read and understand the ITS Software Installation Policy (adopted Nov. 2003) http://www.umflint.edu/its/services/policies.htm

Signature (required): _____ **Date:** _____

ITS OFFICE USE ONLY

Form Delivered: ☐ NSS_____ ☐ MCS_____

Installed by: _____ **Date:** _____

Comments: _____

Return completed form to:

Software Reviewer
Information Technology Services
905 NBC

October 2011