Requesting the Installation of Software for the Technology-Enhanced Classrooms

Requirements for Installing Software

- Software and licensing usually should be delivered to ITS upon submission of the request form.
- Software must pass thorough testing by ITS Systems programmers for compatibility with currently installed applications before it can be installed onto the computers.
- Software will be installed on all of the computers in the Library Public Computing sites and Technology-Enhanced Classrooms.

⚠️ LICENSING MATTERS: Please note that there are different types of licenses. Some applications provide a site license allowing installation and use of the software on all of the computers at the venue. With other applications, the software vendor allows the venue to install the software on all of the computers, however, the venue must restrict use based on the number of concurrent licenses that are purchased—in the classrooms and the Library Public Computing Sites, ITS utilizes the application KeyServer from Sassafras Software to restrict use. Other licenses are freeware and have no limit for installation.

Procedure for Requesting Software

⚠️ Software requests require a minimum of three weeks before being installed to the computers.

- Verify if the software is already installed on these computers: Available Software in the Technology-Enhanced Classrooms and the Library Public Computing Sites.
- Fill out the request form

Need more help? Contact the ITS Service Desk.