



Computer Lab Software Installation Request Form

Academic Technology
Western Kentucky University
Mass Media & Technology Hall, Room 241
1906 College Heights Boulevard #11068
Bowling Green, KY 42101-1068
E-mail: Student.Technology@wku.edu
Web : www.wku.edu/infotech

Instructions:

Faculty and staff may submit suggestions for new software for installation in computer labs and classrooms. Please note the following deadlines are applicable for the labs/rooms that are supported by Academic Technology.

Fall Semester:	May 15th
Spring Semester:	October 1st
Summer Sessions:	March 1st

In order to ensure all software is fully tested on our standard lab environment, software must be requested by the deadlines stated above. No new software or software upgrades will be performed during the academic term. Commercial software beyond end-of-life and/or any software without active support will not be considered. We will not install trial, demo, or similar limited-use software.

All software is assumed to be installed for a period of one year, unless otherwise indicated. All previously requested software will need to be reviewed annually to determine continued support. If you wish to retain currently installed software, you must submit a new form at least once a year. Any software upgrades require a new form to be submitted.

Our staff will verify that a software installation starts properly and performs basic file, edit and print operations properly. Our staff does not have the expertise to verify the proper functionality of other software features.

By requesting installation of this software, you agree to provide professional expertise in testing the software within our time frame prior to deployment to campus computers, in order to insure proper installation, functionality and customization of the software. The contact person below or another qualified individual must be available during the testing and/or deployment period.

Please read the following information before completing the form:

- * Software that is currently being used for class instruction will be given priority.
- * A copy of this form must be submitted for **each** software package.
- * You will be notified when the software is ready for testing.
- * The media and installation guides will be returned once the software has been installed and tested.

The form on the following page can be submitted in one of three ways:

- Clicking **Submit by Email** will prompt you which e-mail client you want to use. If you use an e-mail client such as Microsoft Outlook, Mozilla Thunderbird, or similar, choose **Desktop Email Application**. Choosing this option should launch your e-mail client with a new e-mail message. This form's information should be added as a file attachment to this e-mail message. After you send this e-mail message to us, we will reply within a few business days to acknowledge the receipt of your request.
- Clicking **Print Form** will print out the form with your information.
- If neither of these options work for you, simply print out the empty form, fill it out manually, and submit it to the Academic Technology office in MMTH 241 (along with the requested items below).

After submitting this form, please deliver the following items to the Academic Technology office in MMTH 241:

1. A copy of the media needed to install the software (DVDs, CDs, etc.)
2. A copy of the paper license (a legal document describing the usage and limitations of the software).
3. All installation materials, including serial numbers, license codes and hardcopy installation guides (if available).

If you have problems submitting this form, make sure you have the latest version of Adobe Reader. Older versions of Adobe Reader and alternative PDF readers may not work correctly. Download the latest Adobe Reader from <http://www.adobe.com/reader>

You can always print the form, fill it out, and submit it to the Academic Technology office in MMTH 241.



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Today's Date _____

Contact Information:

Name: _____ Affiliation (faculty/staff): _____
Department: _____ Phone Number: _____
Email: _____

Software Information:

Type of Request:

- Install new software
- Reinstall software used in previous semester
- Retain currently installed software
- Install new version of existing software

Duration of Use: *When is this software needed?*

- Full Academic Year
- Fall Semester
- Winter Sessions
- Spring Semester
- Summer Sessions

Software Information: *What software are you requesting to be installed?*

Title: _____ Version: _____ Platform: _____

Description: _____

Source Media: _____ Additional Info?: _____

Please email any software license information that accompanies this request to Student.Technology@wku.edu.

Software Installation Locations: *Where do you want this software installed? List all building/room numbers.*

Locations:

Details: *If you have any additional information, please let us know below!*

Details: