

ITS Lab Software Installation Request Form

Name of requestor: _____ Date: _____

Faculty Staff Student

Department: _____

College E-mail address: _____

Contact Phone Number: _____

Campus:

Jersey City Englewood Cliffs

Software Information:

Please fill in as much information as possible.

New Installation Upgrade from existing software

Program Name: _____

Software Company/Publisher: _____

Available Installer: Media Kit Web link (license required)

Is a Site License Available? (No trial software allowed) Yes No

Number of PCs that are allowed to use the license (Please attach documentation): _____

Required Operating System: Windows XP MAC OS X Others: _____

Specific System Requirements (if unsure, please contact the helpdesk):

Installation Locations:

General Use Labs at Jersey City:

Loyola Lab 12 (29) Loyola Lab 13 (28) Loyola Lab 14 (18) CALL Center Lab (18) Library Lab (18+12) D333 Lab (23) Kiosk

All 4 JCC dorm labs (SPH, Whelan, MH & VMC - 40)

Departmental labs: (seat count)

Jersey City

R17 R22 P102 P106 P215 P311 P216
Mac Lab (19) Old Mac Lab Psych Lab (12) Psych Lab (8) Language Lab (25) Nursing (20) Radio Station

Englewood Cliffs:

ECC Main Lab (20) Allison House Lab (1)

Others (Please specify):

Jersey City Waterfront/Saint Peter's Prep (4) South Amboy

Smart Classrooms

Building and Room: _____

Other Details:

Date Software needs to be installed: _____

Additional Instructions:

I understand that by submitting and signing this form, I certify that the installation and use of the requested software in Saint Peter's College Lab complies with the software's licensing agreement. I have provided the ITS department with at least 3 weeks advance notice to review the information and to install the software at the target location(s).

Any updated version of the software requested will be installed in the next lab software installation cycle. Our current schedule to do the software is during the summer.

Requestor's Printed Name

Requestor's Signature

Department Chair's Printed Name

Department Chair's Signature