



Instructional Software Installation Request Form

Instructions:

Faculty and staff may submit new software requests to be considered for distribution in our computing environments. Please note that the software request is valid until the following deadline.

2019-2020 Academic Year March 18th

In order to ensure that all software is fully tested for our standard lab environment, software requests must be submitted by the deadline stated above. No new software upgrades will be performed during the academic term. Please view our software evaluation form if you need assistance in determining the most appropriate software package for your requirements. If a similar software package is already included, the requester should justify why the new package would fill the need that an existing package cannot. Commercial software beyond end-of-life and/or any software without active support **will not** be considered.

All software is assumed to be installed for a two-semester period, unless otherwise indicated. All software will need to be reviewed annually to determine continued support. Faculty and Staff are required to submit new requests for software upgrades, updates, and/or patches.

Information Technology Services (ITS) staff will verify that a software installation starts properly and performs basic file, edit and print operations. ITS staff does not have the academic expertise to verify the proper functionality of the other software features, therefore it is most important for the requester to be involved in proper testing.

By requesting installation of this software, you agree to provide expertise in testing the software within an ITS time frame prior to deployment to campus computers, in order to ensure proper installation, functionality, and customization of the software. The contact person for testing designated below must be available during the testing and 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.
- * If you are unable to save the PDF form, please **print the form as a PDF** using the PDF printer within printing options.
- * If above fails, please send an e-mail to dtsupport@luc.edu with your request details.
- * You will be notified by e-mail when the software is ready for testing.

After submitting this form, you will be contacted with instructions on how to upload your media to OneDrive:

1. Once your submission is received, you will be contacted with instructions on how to upload your installation files to a **OneDrive** shared folder created for your software.
2. We will no longer accept "latest version available" requests
3. You are responsible for downloading the installation media and uploading the files with the version you request to the **OneDrive shared folder** which will be created for you once we receive your submission.
4. If software installation media cannot be uploaded, please let us know at dtsupport@luc.edu and we can arrange an alternative method.



**Instructional Software Installation
Request Form**

Request Date _____

Contact Information:

First Name: _____ Last Name: _____ Affiliation: _____

E-mail: _____ Phone Number: _____ Campus: _____

Department: _____ Building: _____ Room: _____

Request Information:

Type of Request:

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

Course Information:

Course Name(s): _____

Course Number(s): _____

Duration of Use:

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

Software Information:

Title: _____ Version: _____ Platform: _____

Description: _____

Source Media: _____ Additional Info: _____

Download URL: _____ Username: _____ Password: _____ Time Restrictive?

Manufacturer Support Information:

Company: _____ Phone Number: _____

Address: _____ Website URL: _____

City: _____ Contact Name: _____

State/ Province: _____ ZIP/ Postal Code: _____ Office Hours: _____

Software Maintenance Agreement: Yes No Support Expiration: _____

License Information:

License expiration should coincide with software request deadlines listed above.

License Model: _____ Licensed Install: _____ License Expiration: _____

If limited or workstation license, enter the number of computers covered by the license agreement: * _____

**Software intended for use in computer labs must have licenses that are equal to number or seats within that location*

License Restrictions: _____

Intended Audience:

Select the targeted computer labs below: (Special Operating System Consideration) (Number of seats in location)

- | | | |
|--|--|--|
| <input type="checkbox"/> Damen Student Center (4) | <input type="checkbox"/> Info Commons Fl. 3 (90Win, 17Mac) | <input type="checkbox"/> Corboy Law Center 710 (27) |
| <input type="checkbox"/> Crown Center 103 (47) | <input type="checkbox"/> Info Commons 120 (25) | <input type="checkbox"/> Corboy Lewis Library 6th Fl (27) |
| <input type="checkbox"/> Crown Center 105 (41) | <input type="checkbox"/> Mundelein 306 (27) | <input type="checkbox"/> Corboy Lewis Library 8th Fl. (11) |
| <input type="checkbox"/> Crown Center 208 (12Win, 2Mac) | <input type="checkbox"/> Mundelein 703 Mac (20) | <input type="checkbox"/> Lewis Towers 410 (30) |
| <input type="checkbox"/> Cudahy Library Mezz (8) | <input type="checkbox"/> Mundelein 706 Mac (20) | <input type="checkbox"/> The Clare 002 Mac (17) |
| <input type="checkbox"/> Cudahy Library 1st Floor (68) | <input type="checkbox"/> Sullivan Center 253 (25) | <input type="checkbox"/> The Clare 003 Mac (17) |
| <input type="checkbox"/> Info Commons Fl. 1 (51Win, 13Mac) | <input type="checkbox"/> Corboy Law Center 201 (40) | <input type="checkbox"/> The Clare 004 Mac (6) |
| <input type="checkbox"/> Info Commons Fl. 2 (17Win, 15Mac) | <input type="checkbox"/> Corboy Law Center 709 (24) | <input type="checkbox"/> The Clare 015 Mac (24) |

E-Classroom(s) (230) (Please List):

Other (Please List):

Customizations:

Please indicate any desired customizations or configuration changes (i.e. browser bookmarks that will be visited often during class).

This change applies to: Currently Installed Software Software in this request

Complete description of desired customization (attach separate sheet if necessary).

Tester Information:

Same As Contact Information Above

First Name: _____ Last Name: _____ Affiliation: _____

E-mail: _____ Phone Number: _____ Campus: _____

Department: _____ Building: _____ Room: _____

To submit this form please save and send as an attachment to dtsupport@luc.edu. If you cannot save the form, please print the form using the Adobe PDF "printer" in order to save it as a PDF. If these options do not work, simply send an e-mail with your request.