

Information Services

ICF Student Computer Labs and Classrooms

Software Installation/Reconfiguration Request Form

This box is for Information Services (IS) use only. Received By: _____ Date: _____ v. 2005.6.2 - 1
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This form is used to request software installation or reconfiguration in IS managed ICF Student Computer Labs or Classrooms. IT liaisons or authorized personnel must fill out this form. Please submit completed forms to UMKC Support Service, 4825 Troost, Suite 102. If you have any questions about the standard software installed or special software already installed in labs or classrooms, please visit <http://www.umkc.edu/labs>.

Do not use this form to report problems with installed software. Please notify the Call Center at (816) 235-2000.

Methods and Procedures for Requesting Software Installation/Reconfiguration

- All software requests **for a semester** must be received **three weeks before the first day of class**.
 - This deadline is strictly observed and is necessary so the software can be tested for compatibility and included on the disk image for that semester.
- Requests for new software after that date which affect the disk images on the local hard drives will be evaluated on a case-by-case basis. This policy is in place to ensure software reliability, consistency, and stability of the computer systems. Your cooperation is appreciated.

Information Services reserves the right to decline to install new software after the labs have been imaged for the current semester. A Dean's signature is required for consideration of emergency requests.

- For installation of new software (or new versions), Information Services (IS) **must** be provided with:
 - A copy of the software media (which IS will keep),
 - Current license information, and
 - Installation instructions.
- The requesting party is responsible for verifying correct software installation/reconfiguration.
 - IS personnel do not know the intended function of all software, and are therefore not able to verify proper function.
 - Corrections to installation/reconfiguration may take up to one week to complete after the initial problem report is received by IS.
 - Make sure the equipment you wish the software installed on meets the software's minimum system requirements (please see <http://www.umkc.edu/labs/software.asp>).

Software Title:

Who is requesting the software? (Please Print)
Name:
Department:
Extension:
Email Address:
IT Liaison:
IT Extension:

What is being included with this form? (Software, License Information, and Installation Instruction required)
<input type="checkbox"/> Software
<input type="checkbox"/> License Agreement Information
<input type="checkbox"/> Installation Instructions
<input type="checkbox"/> Other (Please Specify)
Other (CDs, Test Data, etc.):

Where will the software be used? (Check all that apply ¹)
<input type="checkbox"/> BSBPA Main Lab (Rm. 110)
<input type="checkbox"/> BSBPA Classroom 4
<input type="checkbox"/> BSBPA Classroom 5
<input type="checkbox"/> Cockefair Hall Lab (Rm. 2)
<input type="checkbox"/> Miller Nichols Library Lab (3 rd Floor)
<input type="checkbox"/> Residence Hall (Lower Level)
<input type="checkbox"/> SGA Work Area (UC/Lower Level)
<input type="checkbox"/> University Center (UC/Lower Level)
<input type="checkbox"/> Other:

For how long would you like the software installation/reconfiguration to remain in effect ² ?
From (Semester – Year):
Until (Semester – Year):

Please describe the emergency request (if applicable).
Dean's Signature:
Date:

¹ A Site License may be required for installing software at all locations.

² This Software Installation/Reconfiguration request form must be renewed once a year to ensure that your request is still needed. The person responsible for expiring software will be notified before deletion to allow you time to complete a new form. New versions or updates will also require the completion of a new form.