



Network Software Installation/Upgrade/Access Request for Student Servers and Labs

Labs refer to those electronic classrooms that attach to servers supported by UITs. Requests must be submitted no later than the deadline date for the semester.

Software Name: _____

Owner (School, Department, Individuals, etc): _____

Version: _____ **Purchase Date:** _____

O.S. Minimum Requirements: _____

(Our current O.S. in the lab environment is Windows 7; the O.S. for the Mac labs is 10.5 or 10.6)

Registration Information (if available): _____

Vendor: _____ **Vendor Phone:** _____

Vendor Point of Contact: _____

Tech Support Phone: _____

Who will use this software? (Class Name and #): _____

Which lab location are you requesting this software installation for? (Building and Room Number):

Semester/Year to be installed: _____ **Semester/Year to be removed:** _____

Who is responsible for testing/supporting this software?:

(Must be a Permanent Full-time Faculty or Staff member)

Name: _____ **Department:** _____ **Ext:** _____

Special Instructions attached: No Yes

Vendor installation instructions or manual: Attached On Media Provided N/A

Is this a network version of software designed to be used simultaneously by multiple users?

No Yes Unsure

KSU does not own or have copy rights to this software and strictly prohibits violations of its license agreement that includes illegal reproduction, installations of single-user licensed software on multiple computers, and granted access by an excessive number of workstations on a local area network. This software license agreement must explicitly state the number of simultaneous users or the maximum number of computers that can legally access it, and the period of time that the license is valid.

I am fully aware that this software is licensed for a maximum of _____ computers or users.

This is a site-license allowing unlimited access to users on campus.

I also understand that any faculty member using this program for a class will comply to the following:

1. Faculty using this program for a class will operate the same version under the same operating system as is used in the lab. If this program is installed in other labs on campus for student use, it will be same version on workstations with the same o.s. as in the labs that attach to the University Information Technology Services supported servers.
2. I will test the software the first week of every semester to ensure that any changes to the servers or workstation hardware has not disrupted the program. This should also be done at least 48 hours before any class in which students will be using the program.
3. I will provide written instructions on the use of the software to students and to the UITS Lab Manager.
4. Lab assistants will not support any program not fully tested by a week prior to the beginning of the semester, during that semester.
5. Any exceptions to the above rules should have the approval of the Director of UITS.
6. UITS will be notified one semester prior to the programs removal from our system.

KSU Employee (Printed): _____

Department: _____

Employee Signature: _____ **Date:** _____

UITS reserves the right to re-evaluate any program at any time. UITS also reserves the right to deny any request based on the incompatibility with platforms, workstation O.S., server O.S., network traffic, or any cause that relates to instability with existing workstations, programs, etc. available within the lab or on the server.

Please include a copy of the software license agreement, copies of the original software media, and installation documentation. Requests will not be considered unless this form is signed and filled out completely. Contact the UITS Lab Manager at ext. 6620 if you have any questions. You will be notified of the status of your request in a timely fashion. Send via campus mail to the UITS Lab Manager, MB #0410.