

**Instructional Technology Support Center
Temporary Hardware/Software Installation Request**

INSTRUCTIONS: Fill in information requested (online or manually), print, and return to MTSU Box 144 (LRC 101U; Phone 5191; Fax 2530). Please submit this form and the associated software at least one week before you expect to use the software in one of the ITSC computer facilities.

Faculty/Administrator Name _____ Department _____

Campus Box # _____ Campus Phone _____ e-mail address _____

Today's Date _____ Event/Course for Which Software is Needed _____

Date(s) of Event/Course _____ Time(s) of Event/Course _____

By my signature below, I agree to follow the Computer and Network Acceptable Use Policy in requesting installation of any or all hardware or software on computers in the Instructional Technology Support Center. A copy of this policy is available http://www.mtsu.edu/~oit/policies/cna_pf.html. I also acknowledge that the Instructional Technology Support Center cannot be held financially responsible for lost, stolen, or damaged hardware or software associated with the requested installation.

(Faculty/Administrator Signature)

(Date)

PLEASE PROVIDE THE FOLLOWING INFORMATION:

| Title of Application | Software Publisher* | Platform | | |
|----------------------|---------------------|----------|--------|---------|
| | | Windows | Mac OS | Other** |
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*Write in your name if you are the application author.

**Please specify platform

Installation of software is requested in the following ITSC Computer Facilities (check all that apply):

- Pentium Lab 101A
- Pentium Lab 101B
- LRC 241
- LRC 101S (Graduate Multimedia Development Center)
- Instructional Media Resources Computer Center (LRC 101)

Preferred Installation (Check one):

- Installation on instructor computer only
- Installation on student computers only (same software installed on each computer)
- Installation on student computers (different software on each computer)
- Installation on instructor computer and student computers (same software installed on each computer)
- Installation on ITSC server for use from any computer in requested facility
- Other (Please specify _____)

(OVER)

