

Software Education and Training

Information Systems and Services
The George Washington University

Software Installation Request

Instructions:

1. Complete this form by either:
 - Typing directly into the form in Adobe Acrobat
 - Save the completed file and e-mail it to training@gwu.edu.or
 - Printing this form out and filling it out by hand.
 - Faxing the completed form to (202) 994-2280.
2. A lab coordinator will contact you regarding your request.

PLEASE NOTE: All requests for software installation must be received by SET no later than eleven (11) business days prior to the proposed training.

CLIENT INFORMATION:

Today's Date:

Requestor's Name:

Dept:

Telephone Number:

E-mail:

Alternative Telephone Number:

TRAINING INFORMATION:

Facility Requested:

Academic Center Training Facility

2100 M Street Training Facility (Room 1)

2100 M Street Training Facility (Room 2)

2100 M Street Training Facility (Combined Rooms)

Virginia Campus Training Facility, Bldg II

Date(s) of Proposed Training:

Times of Proposed Training:

Number of students per session:

Do you have a confirmed reservation for this training? Yes No

SOFTWARE INFORMATION:

(use a separate form for each application)

Software Title (include version number):

Description:

License Number(s):

If one license number is given for the entire installation, please state how many licenses are available under this number.

How long does the software need to remain on the machines? **(Keep in mind that the labs may be re-imaged after your training session and the software will be deleted unless you are planning upcoming training sessions.)**

Does the software require any special plug-ins (Adobe Acrobat, Real Player, etc.) or other configuration changes? If so, please describe below. Please be as precise as possible.

Who will be responsible for testing the software once it has been installed?

Name:

Telephone Number:

E-mail address:

OTHER COMMENTS:

FOR SET USE ONLY:

Received on:

Approved? Yes No (describe reason below)

Given to ITS on:

Software installed on:

Software tested on:

By:

Comments: