

Software Installation Request Form (S.I.R.F.)

For LSCS-CyFair **ACADEMIC COMPUTER MAC LABS ONLY**

Note- does not included Specialty Labs; ie- Language Labs, Open Lab, Nursing Lab, TLC, Testing Center, or Assitive Tech Lab

This form must be printed, completed, signed, and turned in to the OTS Servicedesk in Tech 120 or FB210 each semester. Room assignments may not yet be established, or, even change after the SIRF deadline time, however submission of this form is still required. On last minute room changes, please allow OTS at least 2 weeks to complete installation.

Submission after deadline may take up to at minimum one week or maximum 3 weeks after start of classes for your software installation to be completed. Software requested must be compatible for Windows XP or Mac OS 10.4.x. DOS program software is not supported.

Academic regular classrooms and academic computer labs have a basic set of software installed each semester. This "Standard Load" is itemized below. There is no need to request these applications. Please only identify any additional software not listed to be used for each course in your instructional program, including any version of upgrades/patches and anticipated release dates. Return this form to the CF Service Desk by the deadline date to assure your software will be ready for start of your semester classes . **SIRF's will only be accepted if all proper documentation is submitted along with your SIRF. Once all required paperwork is received by OTS, then timeline for installation will begin. This includes all:**

- Copy of Purchase Orders and/or email confirmations
- Copy of License Agreements/Certificates *(specify if license is a site license, network license, or single)
- Copy of Software Access Codes or Registration Codes
- Software Installation Disks or Website address (if web installed software)
- Company ID's and Customer ID's

If this is new or a different version of currently used software, the deadline is August 10. The extra time allows for required testing.

Standard Load: Academic Computer MAC Labs			
MAC OS X Adobe Acrobat Reader Fetch FTP iTunes FireFox Office 2008 for MAC QuickTime Player Windows Media plug-in for QuickTime Shockwave/Flash Player Stuff -it		Semester: Fall 2010 (August 30- December 19, 2010) DEADLINE: August 16, 2010 9:00PM	
Faculty / Department	Software & Version	# of seats	Location

Faculty/Staff email: _____ Phone: _____

Department Chair approval (for adjuncts-PRINT): _____ Date: _____

Dean approval (for FT faculty-PRINT): _____ Date: _____

Deans – Please forward this form to the Technology Service Desk in Tech. 120 (BC) or FB210 (FB) once it has been signed.

Questions? Please call the Technology Services Servicedesk at 1-866-614-5014