



Lab Software Installation Request Form

Name of requestor: _____

Department: _____

University E-mail address: _____

Contact Number: _____

Requestor Type:

- Faculty
- Staff

Campus:

- Jersey City
- Meadowlands

Software Information:

Please fill in as much information as possible and note that the required Operating System must support Windows 7/10 for PCs or Sierra/High Sierra for MAC.

Program Name: _____

Type of request:

- New Installation
- Upgrade existing software

Software Company/Publisher: _____

OS:

- PC
- MAC

Available Installer: _____

Is a Site License Available:

- YES
- NO

Weblink where to download the installer: _____

Specific System Requirements: _____

Academic Term the Software needed installed: _____

Installation Locations:

VDI Computers at Jersey City (Must be a site license to cover all of these locations) :

- VDI Classrooms & Computer Labs
 - Loyola Labs 12 & 13
 - CASE Lab
 - Pope 311 Nursing Lab
 - Library First Floor Computer Lab
 - Dinneen Room 333 Lab
 - All Jersey City Classrooms
 - Kiosk (across Enrollment Services)
 - All Jersey City Residence Hall Labs (VMC, SPH, Whelan & Millennium)
 - All Meadowlands Classrooms & Lab

Departmental Labs (The software requested must be a device/site license and must match the number of machines in the targeted lab shown below):

- Dinneen Trading Room - Lower-Level (35)
- Library Instructional Lab - Lower level (29)
- ESL/CELAC Mac Lab - 3rd-floor library (20)
- ESL/CELAC Mac Lab - Lower Level library (21)
- Pope 102 Psychology Lab (12)
- Pope 106 Psychology Lab (8)
- Fine Arts Lab Rankin 17 (22)

Additional Instructions:

I understand that by submitting and signing this form, I certify that the installation and use of the requested software in Saint Peter's University Lab complies with the software licensing agreements.

Requestor's Printed Name

Requestor's Signature

Department Chair's Printed Name

Department Chair's Signature