

**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](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**

\*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)**

