

## College of Education and Human Development

# Software Request Form

**Read carefully before proceeding. Submitting this form means you have agreed to these terms.**

1. Students, Faculty and Staff are not permitted to install software in the COEHD Teaching Labs. All approved installations will be performed by COEHD IT staff.
2. Software installations require permission from the manufacturer (license).
3. You will receive an email confirmation once your software request is approved.
4. A **two week** lead time is required in order to obtain approval, perform the installation and allow for testing prior to your scheduled event.

<http://education.utsa.edu/faculty/forms>

Preparer Information		
Name:	Dept.:	Phone:
Today's Date:	Email:	

Room for installation:	
<b>1604 Campus</b>	<b>Downtown Campus</b>
JPL 3.02.38	FS 3.412

Software title/name:	Is the software online? Provide a link below.

Operating System for software installation:
Windows
Mac (Apple)

Software Needed By:

**ATTN: Preparer must email completed form to: [Marisol.Johnson@utsa.edu](mailto:Marisol.Johnson@utsa.edu)**

Office Use Only
Date Completed: _____
Staff Initials: _____

Notes:
_____
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