

UWS General Purpose Computer Lab Software Request Form

This form is used to request software that is to be installed on UWS General Purpose Computer Labs.

Forms must be submitted by the 31st of October for the first semester, and by the 31st of May for the second semester, to guarantee that software will be available at the beginning of the semester. Late submissions will be processed, as workload permits, but delivery by specific desired dates cannot be guaranteed. Initial requests lodged less than two weeks from a desired date are unlikely to be achieved. No application is required for software licensed on behalf of the whole University by the IT Services.

Software presently installed in the Labs requires a renewal application each semester. Software that has not been requested by the above dates, will be deemed to be no longer required.

IT Procurement has to be contacted for current software licenses available.

All software requests need to satisfy the following criteria:

- A valid license must be held for the desired software (number of user licenses held must equal or exceed the number of PCs).
- Shareware and/or “free for personal use” software must be licensed, or have written authorisation from the vendor/owner (as applicable) for use in the UWS environment.
- Sample files, templates etc. that are provided by a publishing firm (bundled with textbooks) require specific written authorisation from the publisher to allow them to be installed over the network.
- Documentary evidence (copies) of licensing documentation must be provided with each application (for renewals of multi-year licensed software, see “Licensing” section on form below).
- A working copy of the desired software (Installation CD/DVD, Web link if downloadable) must be provided at the time of the request.
- Version change (upgrade) requests can only be accepted from the designated License Owner.
- If software has multiple designated owners, all license holders must agree, as only one version of a given product can be deployed at any one time.
- The requestor must provide a suitably qualified and authorised Tester (and sample/test files) to validate the operation of the software. The tester must be available to test the software at Werrington campus on all supported desktop environments currently running in the University.
- Requested software must be vendor certified as “Windows xxxx compliant” (where xxxx is the current operating system deployed by Desktop Services).
- The software must be suitable for server based delivery.
- Step by step instructions must be provided detailing the way the requestor requires the software to be configured, plus provision of the following:
 - Additional files if required.
 - Customisation settings.
 - Provide any temporary account for testing if required
 - Any specific server details
 - Licensing details ie code

If the supplied software is not Windows xxxx compatible (where xxxx is the current operating system deployed by Desktop Services), if it conflicts with other software already deployed in the UWS Environment, if it is deemed to pose a security risk (to users or the computers themselves), or if it fails certification testing, it will not be packaged and deployed.

Please complete the entire form:

- This is an INITIAL request
 This is a RENEWAL of an existing request.

The software is required for the following semesters:

- First Semester Second Semester

1. Applicant Details:

Name	(First and Surname)
Staff Number	
Email Address	@uws.edu.au
Contact Phone Number	

2. Designated Tester Details (if not the applicant)

Name	(First and Surname)
Staff Number	
Email Address	@uws.edu.au
Contact Phone Number	

3. Software Requested:

Product Name	
Product Version	
Vendor/Suppliers name	
Number of Licenses supplied	
License Expiry date	
Installation CDs Supplied (not required for renewals)	

4. Choose the Lab/s where the software is to be deployed:

Note: as a minimum, software can only be deployed to a whole Lab.
Choose labs with appropriate numbers of installed machines

(Tick the boxes as needed)

I have an enterprise-wide license, please install to all Labs on

Bankstown

Room Name

ITS Lab 23.G.12	(Lab 1) 15 PCs	<input type="checkbox"/>
ITS Lab 23.G.13	(Lab 2) 25 PCs	<input type="checkbox"/>
ITS Lab 23.G.14	(Lab 3) 25 PCs	<input type="checkbox"/>
ITS Lab 23.G.15	(Lab 4) 14 PCs	<input type="checkbox"/>
ITS Lab 23.G.16	(Lab 5) 22 PCs	<input type="checkbox"/>
ITS Lab 23.1.62	(Lab 6) 25 PCs	<input type="checkbox"/>
ITS Lab 23.1.61	(Lab 7) 25 PCs	<input type="checkbox"/>
ITS Lab 23.1.60	(Lab 8) 19 PCs	<input type="checkbox"/>
ITS Lab 23.1.59	(Lab 9) 25 PCs	<input type="checkbox"/>

Campbelltown

Room Name

ITS Lab 12.G.13	(Lab 1) 35 PCs	<input type="checkbox"/>
ITS Lab 12.G.12	(Lab 2) 38 PCs	<input type="checkbox"/>
ITS Lab 12.G.02	(Lab 3) 35 PCs	<input type="checkbox"/>
ITS Lab 12.G.03	(Lab 4) 35 PCs	<input type="checkbox"/>

Parramatta

Room Name

ITS Lab EA.1.12	(Lab 112) 26 PCs	<input type="checkbox"/>
ITS Lab EA.2.12	(Lab 212) 25 PCs	<input type="checkbox"/>
ITS Lab EA.G.17	(Lab G17) 14 PCs	<input type="checkbox"/>
ITS Lab EA.LG.17	(Lab LG17) 31 PCs	<input type="checkbox"/>
ITS Lab EA.LG.18	(Lab LG18) 31 PCs	<input type="checkbox"/>
ITS Lab EA.LG.26	(Lab LG26) 31 PCs	<input type="checkbox"/>
ITS Lab EA.LG.27	(Lab LG27) 46 PCs	<input type="checkbox"/>
ITS Lab EA.LG.29	(Lab LG29) 47 PCs	<input type="checkbox"/>

Penrith

Room Name

ITS Lab P.1.52	(Lab P152) 24 PCs	<input type="checkbox"/>
ITS Lab V.1.07	(Lab V107) 23 PCs	<input type="checkbox"/>
ITS Lab V.1.08	(Lab V108) 24 PCs	<input type="checkbox"/>
ITS Lab V.1.09	(Lab V109) 24 PCs	<input type="checkbox"/>
ITS Lab V.G.14A	(Lab V14A) 13 PCs	<input type="checkbox"/>
ITS Lab V.G.14B	(Lab V14B) 13 PCs	<input type="checkbox"/>
ITS Lab V.G.17	(Lab VG17) 25 PCs	<input type="checkbox"/>
ITS Lab V.G.26	(Lab VG26) 4 PCs	<input type="checkbox"/>

Werrington

Room Name

ITS Lab BB.1.16	(Lab 116) 20 PCs	<input type="checkbox"/>
ITS Lab BB.1.17	(Lab 117) 20 PCs	<input type="checkbox"/>
ITS Lab BB.1.46	(Lab 146) 20 PCs	<input type="checkbox"/>
ITS Lab BB.1.48	(Lab 148) 3 PCs	<input type="checkbox"/>

Richmond

Room Name

ITS Lab G6.1.11	44 PCs	<input type="checkbox"/>
ITS Lab G6.1.12	33 PCs	<input type="checkbox"/>
ITS Lab G6.G.02	36 PCs	<input type="checkbox"/>
ITS Lab G6.G.03	23 PCs	<input type="checkbox"/>

The Lab Software will remain in the same environment throughout the semester.

6. I have read the criteria listed on Page 1 of this form, and have included the necessary software and license information with this application.

Please tick the check boxes below before signing:

- Current license for the application is held
- Copy of installation software provided to Desktop Services
- Designated Tester is nominated
- Step by step installation instruction of the application is provided

Signed _____ Date ____ / ____ / ____

Please forward this application, with all required software and license documentation to:

IT Service Desk

Phone: 02 9852 5111 (ext 5111)

Fax: 02 9678 7191 (ext 7191)

Email: itservicedesk@uws.edu.au

**Location: AG.G.11
Penrith (Werrington North) Campus**