TEMPLE UNIVERSITY AMBLER
REQUEST FOR INSTRUCTOR SOFTWARE IN CAMPUS LABS, TECHNOLOGY CLASSROOMS, OR SMART CARTS

Before software can be installed in labs or technology classrooms/carts, you must provide adequate licensing information. Please supply the software (CD), original license agreement, and copy of the purchase requisition indicating that the software was purchased by Temple University. Please provide the software at least two weeks prior to the requested implementation date.

If software is offered by a corporation at no charge to the University, you must obtain a letter from the company indicating that it is legal to install this software on a workstation or local area network at Temple University Ambler. The letter must verify the number of workstations the software may be installed on and for what period of time.

Please be aware that no software will be installed before the proper documentation is provided.
It is the responsibility of the instructor to provide adequate training on how to use any instructor software program required for their classes. Lab consultants and staff will help the students access the software, but will not be responsible for supporting the program.

Please deliver/fax all documentation to: Reid Overturf - Sr. Technical Support Specialist, Ambler Labs Fax: (215) 283-1630.

INSTRUCTOR INFORMATION

First Name _____ Last Name _____ Department _____

Office Phone _____ Home Phone _____ E-mail _____

COURSE AND SOFTWARE INFORMATION

Department / Course Number / Section Number _____ Course Title _____

Name of Software Package _____ Version _____ Platform _____

Number of Users Allowed on License _____ License Expiration Date _____

☐ Check here if this software must it be installed in the Ambler Campus Technology (ACT) Center for student use outside of class as well.

SIGNATURE

Instructor's Signature (or Dept. signature if submitting request for an unassigned section) _____ Date _____