

# Computing Lab Software Deployment Request Process

All Information Technology related products software as a service and purchased and no-cost software (e.g. "Open Source or freeware"), must go through a review process.

This review process ensures that these products:

- Are supportable in the campus computing environment and will work with other reviewed technologies.
- Do not pose an information security concern or potential threat.
- Are available through SMCM purchasing practices.
- Meet ADA Accessibility guidelines.

## Term Deadlines

Fall Term Requests: June 1

Winter and Spring Term Requests: November 1

Summer Term Requests: March 1

## Instructions for Requesting Software in Labs

Email [itsupport@smcm.edu](mailto:itsupport@smcm.edu) (which will create a ticket) with the subject "Lab software deployment request" and the following information:

1. Locations (building and room number) for the labs that need the software installation.  
Indicate if the software should be installed in the virtual lab, Apporto.
2. Academic semester the software is needed.
3. The first date your software will be used.
4. Main contact who will be using the software.
5. Additional instructors using the software, if any.
6. Class(es) that will use the software.
7. Software manufacturer name and URL / Website.
8. Application Name and Version.
9. Is the software for PC, Mac, or both?
10. Information about any existing licenses.