

Getting Software deployed on ACCC labs for a semester

Software deployment at the ACCC labs is managed primarily by the ACCC LAN team. Computing Services facilitates this process specifically for the EPASW L270 lab, and at large for other labs.

Notes:

Ask these questions from the instructor before you send your request in to Computing Services:

- What is the exact version of the software to be deployed?
- Which labs is the software required in?
- Is the software available on CD?
- How many licenses does the current agreement support?
- Proof of licensing – A document that clearly states ‘*X licenses are available under the agreement....*’

Instructions

The deadlines for submitting requests for software installations:

- For software required for the Summer 2006 semester, the deadline is May 12, 2006
- For software required for the Fall 2006 semester, the deadline is July 28, 2006
- For software required for the Spring 2007 semester, the deadline is December 8, 2006

You **must** submit your request **before** the deadline. You must provide **all** the required information at this time: software installation request form, proof of purchase/licenses, media and software installation instructions.

- If you need software installed on the lab image for a one-time purpose (i.e. 2 day seminar) then the software and request should be submitted **no less than 4 weeks prior to the first lab reservation for that class**. The software will be removed once you are done.
- An email will be sent to you once the software is installed; you must then test the software to ensure everything is working as expected for class.
- Support for the software is the responsibility of the professor, TA, or department who requested that the software be installed.
- Proof of purchase and/or license must be provided for as many copies as will be needed for the students in the class. We cannot install software without appropriate proof of license(s).

Although the ACCC will make a reasonable effort to get all software packages to work, we can not guarantee that they will. Some packages may not function because of the network and PC lab setup. The ACCC can not be held responsible for software that does not work by class time.

**Computing Services can arrange to test the software on public labs with the ACCC prior to the start of the semester

Please fill out this ACCC [form](#). At the end of a semester, all class files and software will be removed. If they are needed on an ongoing basis; this should be indicated when the request is made.