**Request Type:** (Please select one option)

[ ]  **Include New Software**

[ ]  **Update Existing Software**

[ ]  **Remove Existing Software**

If updating/removing, please select in which environment your software currently exists, or both:

[ ]  **PC-based SCC desktop**

[ ]  **QSD Virtual desktop**

|  |
| --- |
| **Name**:  |
| **School**:  |
| **Job Title:**  |
| **Email/Phone:**  |
| **Programme/Module Title/Code:** |
| **Name of software package:** |
| **Please Note: The software must run in Windows 10/64-bit environment.** |
| **Description of Software:**  |
| **Rational for the inclusion of new software on the Student Desktop:****Number of students expected to use the software:** |
| **Version details:**  |
| **Cost of package (if School specific):** |
| **Does this software require a license (and has the School made provision for payment)?** |
|  |

**Please note there a number of steps to be taken before new software can be installed**

* Requests for software inclusion must be received by **Friday 5** **of May 2023.**
* Installation is subject to the licence being available and paid for.
* Installation requires testing and frequently the involvement of the requesting member of staff over the summer period.

Please see next page.

Please ask your Director of Education to sign this form and return to

**Denver Gilpin**

Client Services Manager

d.gilpin@qub.ac.uk

**School Director of Education: ……………………………………… Date: ………………..**