Students assigned a University barcoded computer that require software installations

Students that have been given a University barcoded computer for use during their studies may request to have software installed if their Supervisor approves the request.

Software installation requests must first be reviewed and approved by IT Security before the software may be installed on the barcoded computer. Once the software is approved by IT Security the ticket will be processed by the IT Technical Group and the student will be contacted to arrange for the installation; A FOAPAL may be required depending on the software to be installed.

Students, please follow the steps below to request software for your University Barcoded computer

1. Students must request the approval of their Supervisor to install the software on their University barcoded computer by sending their Supervisor an email to their Supervisors @uregina.ca email address with the all of the information below.

   Required information in email to Supervisor:
   - Student ID:
   - Barcode identifier of the computer:
   - Computer Windows or Mac:
   - Operating system version:
   - Contact phone number:
   - Location of computer (Building & Room Number):
   - Software requested to be installed:
   - Non-University Software:
     - Links to software download on the Internet:
     - Have you purchased a valid license:

   Required information from Supervisor:
   - Approved (Yes/No):
   - FOAPAL:

2. If the Supervisor approves of the requested software installation they will either:

   Open a footprints ticket and include their approval and the FOAPAL to charge any Technicians time and the information the student supplied to them in the email

   Or

   The Supervisor will forward the students email from their @uregina.ca email account with their approval and a FOAPAL to IT.Support@uregina.ca