

NEIU Student Computing Services Software Installation Form



Northeastern
Illinois
University

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STUDENT COMPUTING SERVICES
[HTTP://WWW.NEIU.EDU/~SCS](http://www.neiu.edu/~scs)

Process for submitting an Installation Form:

- 1) Review the list of existing software on the Student Computing Services (SCS) web site (<http://www.neiu.edu/~scs>) to ensure there will be no redundancy. Click on the "Faculty & Staff Resources from SCS" link on the main SCS page.
- 2) If this is new software or a major software upgrade, consult with your Dean, fellow faculty, and University Computing Services (UCS) before submitting this form.
- 3) Involve SCS and UCS early on in the process:
 - a) Review all requirements of the Software Installation Form.
 - b) If applicable, the software media must accompany the Form.
- 4) Submit the Software Installation Form and any associated materials to SCS (B-107).