Guidelines for CTL Software Requests

In addition to the core software we offer in the classrooms, instructors often find it useful to make course-related tools available for student use. Some of these tools include courseware for statistical analysis, philosophy, geography, nutrition, computer programming, engineering, and more.

Due to the number of licenses that must be purchased to satisfy licensing agreements, ***we ask that all software requests be open source*** or available to the UGA campus via campus-wide contracts.

- If the PC is installed in the classroom podium, then the software must be Windows compatible (Windows 10/Windows 11). Likewise, if the podium computer is a Macintosh, the software must be compatible with macOS (macOS 13 Ventura/macOS 14 Sonoma).
- Requests should be submitted via the software request link below, at least one (1) month in advance of your first class. The software and proof of licensing should be in the hands of our technical staff no later than two (2) weeks in advance of your first class. This allows adequate time for testing and installation and for instructors to integrate the software into their curriculum. If a request is submitted less than one month in advance, it will be addressed as time permits. Changes during the semester should be avoided.
- Know the system requirements of programs being requested. The program must be able to run safely and effectively using the existing hardware and operating systems, and network installation should be supported by the software publisher. CTL IT support staff can assist in determining system requirements and compatibility. Please include a request for software review in the "comments" section of the software request form linked below.
- CTL IT support staff will test the program for compatibility with the existing hardware, software, and network services. This includes special functions such as file service, print service, virus protection and system security. In the event the software proves to be incompatible with the current configuration of the hardware, it may be declined.
- Testing must be done using an actual copy of the software. The software must be provided by the department that requests the product.
- Providing access to software installed on other servers is a special case and generally not supported. Those requesting access to software on other servers should be prepared to justify the request and provide their users with documentation and support.
- Departments sponsoring software to be offered in the labs should annually review the need and utilization of the application and communicate needs for updates and upgrades to ctl@uga.edu at least 2 weeks in advance. We reserve the right to remove any software that is no longer being used.

To request software for a classroom, please use the following link or scan the QR code below:
https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/ServiceDet?ID=54345