

# Old Dominion University Computer Science Department Policies and Procedures

**Title: Windows Software Request**

**ID: CSMS001**

**Revision: 1.0**

## **Purpose**

This procedure provides guidance on requesting software.

## **Scope**

This procedure only applies to the Computer Science Department.

## **Requesting Windows Software**

Requests for installation of Windows software can be submitted by sending e-mail to [root@cs.odu.edu](mailto:root@cs.odu.edu) or within a chat session on the Computer Science department eConsult at <http://chat.cs.odu.edu:8080>. The request can apply to either the personal desktop of a user assigned an office in the CS buildings, or the general use machines in the CS Labs (Open Research or Problem Solving). The systems group will review software and reply to the user letting them know whether the software will be installed or not.

## **Definitions**

N/A

## **Revision History**

Work in progress.