W INFORMATION TECHNOLOGY

UNIVERSITY *of* WASHINGTON | TACOMA

Computer Classroom/Smart Classroom/Laptop Cart Software Installation Policy (updated 02/28/2024)

An authorized UW Tacoma Information Technology (IT) staff member will conduct all software installations requested on all computer classrooms, smart classrooms, breakout rooms, meeting rooms, and laptop carts.

All software requests have to be made at least three weeks prior to the beginning of classes in any academic quarter. Any software installation requests less than three weeks prior of the beginning of classes or after the start of the quarter may take up to one month or longer to complete.

All software installation requests must be discussed with the UW Tacoma IT about time, eligibility and payment.

Software currently not supported by UW Tacoma IT will be subject to review.

- Software must be purchased or subscribed to with proper funding sources, or download from reliable open sources by authorized UW Tacoma IT staff members.
- Software must be licensed appropriately based on intended use and location. (For example, some software can only be installed in labs.)

For Commercially Available Software:

- If a school/department or individual employee requests to install any commercially available software, the requester will need to provide a university WorkTag for the software for all supported laptops and have it approved before installation. (Example: Adobe Creative Cloud)
- Faculty may also seek approval from their Academic Program to pay for the license fees required.