Launch the Internet and type in the following URL:

http://www1.provideschools.org/software-install

- Enter Requesting School
- Enter Requesting Teacher
- Enter Subject Taught
- Enter Date
- Enter Room Number
- Enter Media Location
- Enter Name of Application Software
- Enter Publisher's Name
- Enter complete explanation of software use
- Enter Number of Computer Licenses
- Attach the License Information for software
- Select your Supervisor to approve
- Click on Box that you have read the IAUP
- Click on Submit

* If you’re having an issue adding an attachment please contact the HelpDesk at Help@ppsd.org or at 401-456-9142

Once you click on Submit, the form is sent directly to your Supervisor for approval. Once Supervisor approves/disapproves, Technology will process your request within 24-48 hours of receipt.