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## Software Installation Request Form

Requesting School *	<input type="text" value="Administration Building"/>
Requesting Teacher *	<input type="text" value="Cathy Sperduti"/>
Subject Taught *	<input type="text" value="Email"/>
Date *	<input type="text" value="8/6/2012"/>
Room Number *	<input type="text" value="1st Floor Room 110"/>
Media Location *	<input type="text" value="Left it with the Helpdesk"/>
Name of Application Software *	<input type="text" value="MS Office Suite"/>
Publisher *	<input type="text" value="Microsoft"/>
Explain the software's application and connection to the District Scope & Sequence or the National Standards *	<input type="text" value="Email software to be used for PPSD staff"/>
Number of computers license allows it to be installed on: *	<input type="text" value="30"/>
Attach a copy of the software application license showing the number of concurrent users *	<input type="text" value="C:\Users\csperdut"/> <input type="button" value="Browse..."/>
Supervisor *	<input type="text" value="ADMINISTRATION Peter Santos"/>

I understand by submitting this form that I have read and understand the PPSD Internet Acceptable Use Policy and are agreeing to all the terms and conditions within said policy

Launch the Internet and type in the following URL :

<http://www1.providenceschools.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](mailto: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 .