Towards the middle of each semester, EdTech gathers information from instructors on the course software that will be installed in Computer Learning Centers (CLCs) for the next semester.

Installing software in a CLC is a complex process with many different tasks that must be accomplished before software is ready to be deployed in a CLC. Gathering information about the desired software in a CLC is only the first step in this process. It generally takes several weeks to compile all of the information and coordinate the other steps that must be completed for successful CLC software deployment.

**ONLINE CLC SOFTWARE REQUEST APPLICATION**

EdTech uses an online CLC Software Request Application. The directions below will guide you through the process of filling out the form and submitting it to EdTech.

*NOTE:* Some software may have a licensing fee associated with it. Should you choose one of these software packages, IT and EdTech will work with you to make sure there are enough licenses for your academic needs.

1. Go to: edtech.mst.edu/clc/.
2. Click **Request Software (Faculty)**.
3. Login using your Missouri S&T Single Sign-On (SSO) ID.
4. Click **Request Software to be installed in a CLC**.

**CLC Software Request**

Welcome! Please choose one of the following options:

- **Request Software to be installed in a CLC**
- **View Requests for CLC Software**
- **View What Software is Installed in each CLC**

5. Select the CLC in which you would like software to be installed.

6. Select which class you are requesting the software. Note: Only classes for which you are currently listed as an instructor will be available.

7. Click **Next**.

8. You will see a screen that lists the software currently installed in the CLC that you selected. This list will be different depending on which CLC you selected. Select the software that you would like to continue using in the CLC.

9. Click **Next**.

Select software already installed in CLC that you plan to continue using.
10. Now you will see a list of all software installed in at least one CLC but is not installed in the selected CLC. Select additional software from this list.

Select additional software to be installed in CLC.

<table>
<thead>
<tr>
<th>Software not installed in Butler-Carton 115</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 20-sim 4.0</td>
</tr>
<tr>
<td>☐ 7-Zip</td>
</tr>
<tr>
<td>☐ ACD Labs Software Suite - ChemSketch V3.50</td>
</tr>
<tr>
<td>☐ ACSL 11.8</td>
</tr>
<tr>
<td>☐ ANSYS 11.0</td>
</tr>
<tr>
<td>☐ Abaqus 6.5-1</td>
</tr>
<tr>
<td>☐ Abaqus 6.7-1</td>
</tr>
<tr>
<td>☐ Adobe ExtendScript Toolkit 2</td>
</tr>
<tr>
<td>☐ Adobe Flash Player 10.0.12.36</td>
</tr>
</tbody>
</table>

11. At the bottom of the page is a text field. If you do not see your software in the list, type in the software package you would like installed, including version number (if known).

**NOTE:** Only one software package can be entered here at a time. If you need multiple software packages, you will have to make each one an individual request for the CLC.

If the software you are requesting is not listed above, please enter it here with the version number.

Submit

12. Click **Submit** when finished.