

College Computers: Request software changes

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This article reviews LITS' **software update procedure**, as well as how to request **changes** and/or **additions**.

See more:

- [College Computers: Current Software Configurations](#)

Software update procedure

Annually, starting on the **first Monday of May**, LITS contacts various community members to facilitate updates to software configurations for the **upcoming academic year**.

- Sciences: [Department Chairs](#) □
- Sciences: [Academic Administrative Assistants](#) □
- LITS Staff

All devices of a certain type are then [re-imaged](#) □ with these software configurations **before the Fall semester starts**.

Request changes or additions

Attention: Requests made **outside the timeframe** above are subject to being **postponed** to the following year.

1. Gather the following information:
 - Software **name**
 - Software **version**
2. Send the above to your **Department head/chair** or **Academic Administrative Assistant**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) □

Email: help@brynmawr.edu | [Service catalog](#) □

Location: Canaday Library 1st floor
