

# 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, LITS reaches out to various BMC community members to coordinate the software configuration lists for the **upcoming year**.

**When:** Annually – April 1st, May 1st, June 1

**Who:**

- [Department Chairs](#) □, in the Sciences
- [Academic Administrative Assistants](#) □, in the Sciences
- 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** listed 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](tel:610-526-7440) | [Library and Help Desk hours](#) 

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

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