Forwarding Date: Initials:

NCTC Computer Lab Request
(Revised 11/2013)

Fax completed form to **Information Technology & Registrar (ITR)** on 304-876-7260 or Email to NCTC_Registrar@fws.gov. Scheduling and availability questions may be referred to the Registrar at 304-876-7220. Technical questions may be referred to the ITR Lab Manager at 304-876-7413. The following information is requested so as to allow us to better meet your needs. Please complete the sections below.

Course or Event Title: _____

Organization: _____

Date of Course: _____ *Number of Students:* _____

Date(s) of Lab Use: _____ *Time of Lab Use:* _____
                                                                                        (If less than entire day)

Name of Contact: _____

Telephone: _____ *Fax:* _____

Software/Special Requirements:

Printers *(i.e., color or black/white):* _____

NOTE: A representative of your staff must be available to test software at least 24 hours before the class begins. If you provide your own software, it must be in the possession of the NCTC Lab Manager no later than 10 days prior to class.

Internet Access: All computer labs have internet access.
Software Licensing: The NCTC is responsible for licensing of only software that it owns. The NCTC requires and assumes that any other entity requiring the NCTC to load software for training purposes is fully licensed to do so. Software not owned by the NCTC will be removed from the NCTC computers upon completion of the training class.
Software Loading: Software is loaded by the NCTC computer lab manager unless pre-negotiated otherwise.
Virus Security: Prior to its use, the Lab Manager must scan a disk brought in from the outside.
SWAN Security: For FWS Service Wide Area Network (SWAN) connectivity, students must sign a security statement.
Phone Lines: Phone line use must be for official training purposes only.
Food: Neither food nor drink are permitted in a Computer Lab.

Preferred Lab(s): _____ *G24IE (24-seat)* _____*G30IE (GIS 18-seat)* _____*109IE (20-seat)*