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INFORMATION TECHNOLOGY SERVICES

**MSGIS Virtual Machine (VM) Request Form**

**Instructions:**

1. Email completed form to [msgissupport@redlands.edu](mailto:msgissupport@redlands.edu)
2. All requests must be submitted at least 2 weeks in advance
3. For external, non-MSGIS Faculty requests, please copy the MSGIS Program Director

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| **Class/Workshop Details (To be filled by requestor)** | **IT Usage Only** |
| Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Class Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_  Instructor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_\_\_\_  Instructor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ticket Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Class/Workshop Requirement** |  |
| Exercise Description (brief explanation of exercises for course):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Extensions available pending approval from ITS**  **For an extension, contact** [**msgissupport@redlands.edu**](mailto:msgissupport@redlands.edu)  Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Class Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Provide a full roster and include any adds/drops** | Class Roster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Extension for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Extension End Date: \_\_\_\_\_\_\_\_\_ |
| **Special Requirement** |  |
| Account information (accounts needed on the VM)  Local Admin User:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Local Admin Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional disk space required (large datasets, imagery, etc.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Software Requirement** |  |
| Name of Software (and version): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Special Instructions/Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATA Install (location of Data files you wish to include in the image: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | New Image/Installs Required:   * YES * NO   Operating System: \_\_\_\_\_\_\_\_\_\_  Software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Terms of Use** |  |
| 1. All class VM’s are supervised by the instructor for the duration of the course. Instructors will report any technical issues to [msgissupport@redlands.edu](mailto:msgissupport@redlands.edu) 2. VM’s are not to be utilized outside the scope of the assigned class. 3. VM’s are not to be altered or additional software installed without permission of the instructor and/or ITS 4. Critical data should not be stored on VM’s as they are volatile and subject to maintenance, shut downs, etc. 5. Users are responsible to maintain a working backup of their data | Image Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Image Location: \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |