

INFORMATION TECHNOLOGY SERVICES

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

**Instructions:**

1. Email completed form to 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**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
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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |