

ITS Service Request/Application Form

Staff Users Work At Home Request Form

his acceptance form is valid for the Site Licence products checked below, which shall be referred to collectively herein as the "Software". Software is made available to you because your department has purchased licences for the Software through Site Licence agreements. The University of Otago is extending to you the right to use the Software for **University-Related** purposes at home.

You **MUST** provide the licence confirmation number below for the related licence which allows this benefit.

You are not licenced to use the software at home for personal purposes. You do not own the licence. You will be required to remove the software from your home machine immediately upon any event, which causes you to no longer be a faculty or staff member of the University, or the licence agreement expires and is not renewed by your department.

Work At Home Rights have been granted by the University of Otago for the following products please indicate which application you require.

- Corel
- NVivo
- FileMaker
- SPSS (a Work at Home code will be issued)
- Graphpad Prism (a second licence must be purchased)
- MatLab
- Endnote

Terms & Conditions:

- I have read and will abide by the licence agreement associated with this.
- I understand that **no technical support is provided by the University of Otago** in association with my work-at-home use.
- I will be required to remove the software from my home machine immediately upon the earlier of (a) any event which causes me no longer to be a faculty or staff member of the institution for any reason or (b) expiration of the authorisation number under which the licences were purchased.
- I understand that I am not licensed to use the Software for personal purposes.
- I will NOT install the Application on a machine owned by another organisation.

I have read the above and agree to abide by the terms & conditions of this licence.

Licence Confirmation Number: _____ (Found on the licence .pdf file which is emailed to the person who organised the licence).

Name:..... Department:

Email:@otago.ac.nz Staff ID:.....

Phone: Staff Signature: Date:

On completion of this form please return by

Post: Procurement and Licensing Office
 ITS, University of Otago
 P O Box 56, Dunedin 9054

Scan/Email: its.software@otago.ac.nz

Fax: (03) 479 8577

Installation Options:

Yes, please send me a Media kit or download link to install the Application

OR

My Departmental IT Support have installed the application for me

ITS USE ONLY:

Actioned:.....