

Adobe ETLA Software Request Form for Faculty and Staff

Your computer must meet the minimum specifications in order to install any Adobe software from the list below. Faculty and staff who require Adobe software for their office computer shall complete this form including appropriate justification for their request. Please note that requests must be related to the requirements of your job description.

The request must be approved by the member's Department Chair/Supervisor and the Division Dean/Manager/V.P. and shall be submitted to the Dean of Learning & Technology Resources.

Please allow 2-3 weeks for your request to be processed.

Name Department and Division

Office # Contact Phone

Choose Platform	PC (Dell Systems only)	Choose Operating System	Windows 10
	MAC		Windows 7
	Laptop (District Purchased Dell Laptops only)		MAC OS

Please provide the six-digit GC# on the device receiving the software. This will be located on either the front, top or side of your computer, and will be located on the back of your laptop.

Justification

Available Adobe Software

It is the Department's/Division's responsibility to provide a computer that meets the minimum specifications if the software is required. If your computer does not meet the minimum specifications, the request will be denied. Please note that requests must be related to the requirements of your job description.

For assistance contact: Sherri Braaksma at x4395 for Cuyamaca, Sang Bai at x7773 for Grossmont and x7547 for District.

Acrobat DC

Animate CC

After Effects CC

Audition CC

Dreamweaver CC

Encore CC

Flash Builder Premium CC

Fireworks CC

InCopy CC

Illustrator CC

InDesign CC

Lightroom CC

Muse CC

Photoshop CC

Prelude CC

Premiere Pro CC

Scout CC

Please read:

By checking the box:

I understand that there is not currently any District or College help-desk support for the requested software. This means that employees who have this software installed on their computers will be responsible for learning the software and obtaining training. I also understand if my device does not meet the minimum specifications required to install and run the software, that the request will be denied.

Approvals

Employee

Signature: _____ Date: _____

Department Chair/Coordinator/Supervisor

Signature: _____ Date: _____

Director/Dean/Vice President

Signature: _____ Date: _____

Learning and Technology Resources Dean

Signature: _____ Date: _____

Print Form