

Lab Name/ID: _____

Administrator Information

Name: _____

Phone: _____

Email: _____

Job Title: _____

Office Location: _____

School/Department: _____

Please complete to the best of your knowledge. Email completed documentation to jsulab@jsums.edu.

**Once received, the Campus Lab Coordinator will review and contact you.
If you have any questions, contact TigerLab Support at (601) 979-1896 ext.3**

Jackson State University
Computer Laboratory Registration Packet
General Requirements for Completing Registration

Each lab is required to comply with the following guidelines:

1. Computer Laboratory Information Packet must be completed each semester by Lab's primary contact person prior to consideration of any support to be provided through the Campus Lab Coordinator.
2. Computer lab must have the following:

System minimum requirements:

- Operating System - Windows XP SP2
- Memory - 512 MB
- 1 x CD-ROM / DVD-ROM
- Hard Drive - 40 GB
- USB Ports – 2
- Screen Resolution - 768 x 1024
- 10/100 NIC (wake-on LAN)

Tigerlabs must have the following equipment, unless otherwise approved by Campus Lab Coordinator:

- Networked Laser Printer

Equipment encouraged, but not required:

- Projector w/Screen
- Scanner
- Color Printer

2. Once Lab Information Packet has been submitted to Campus Lab Coordinator, a complete survey of lab must be completed.

This survey may include the following:

- ✓ Lab Information validation
 - Validation of Laboratory Information Packet was completed with the correct information such as hardware specifications, inventory information, and etc.
- ✓ Lab floor plan development
 - Development of precise measurements and layout of computer laboratory. May be completed by Local Lab Administrator or
- ✓ Power assessment
 - Assessment of adequate power
- ✓ Network assessment
- ✓ Technology Operational Test
- ✓ Hardware Requirement verification
- ✓ Software installation and licensing validation

✓ Any other special procedure requested by OIM

4. If laboratory is in the process of acquiring new technology-based equipment, Campus Lab Coordinator must validate that equipment being ordered meets all standard lab requirements and have a minimum of 5 years of on-site technical support.

5. Areas ordering new computers must order 10% additional than required. Additional systems will serve as backup/swap systems for any hardware malfunctions that may occur with systems to be used.

One of these additional systems will serve as test system in the Campus Lab Active Directory test center located at the JSU Mississippi E-Center at the request of the Campus Lab Coordinator.

Upon completing all requirements, a license will be provided to the lab. This license will be valid for one semester, providing that the lab continues to abide by the standards set forth by the Campus Lab Coordinator.

This documentation is to be posted publicly to signify that the specific lab is being kept updated and maintained according to campus standards.

Original will be filed with Campus Lab Coordinator and another copy will be provided to the Dean of the department/school.

**Jackson State University
Computer Laboratory Registration Packet – General Information**

**Lab
Name/ID:**

Location:

- Campus
- University Center
- Jackson Medical Mall
- E-Center

Building: _____

Room#: _____

Phone: _____

Type:

- Open
- Departmental
- Research
- Other

Lab Purpose (include service group):

Lab Admin:

Name: _____ Notes: _____

Phone: _____

Email: _____

Office Location: _____

**Printer
Info:**

Manufacturer: _____

Model: _____

Serial: _____

**Lab
Name/ID:**

**System
Info:**

Manufacture: _____

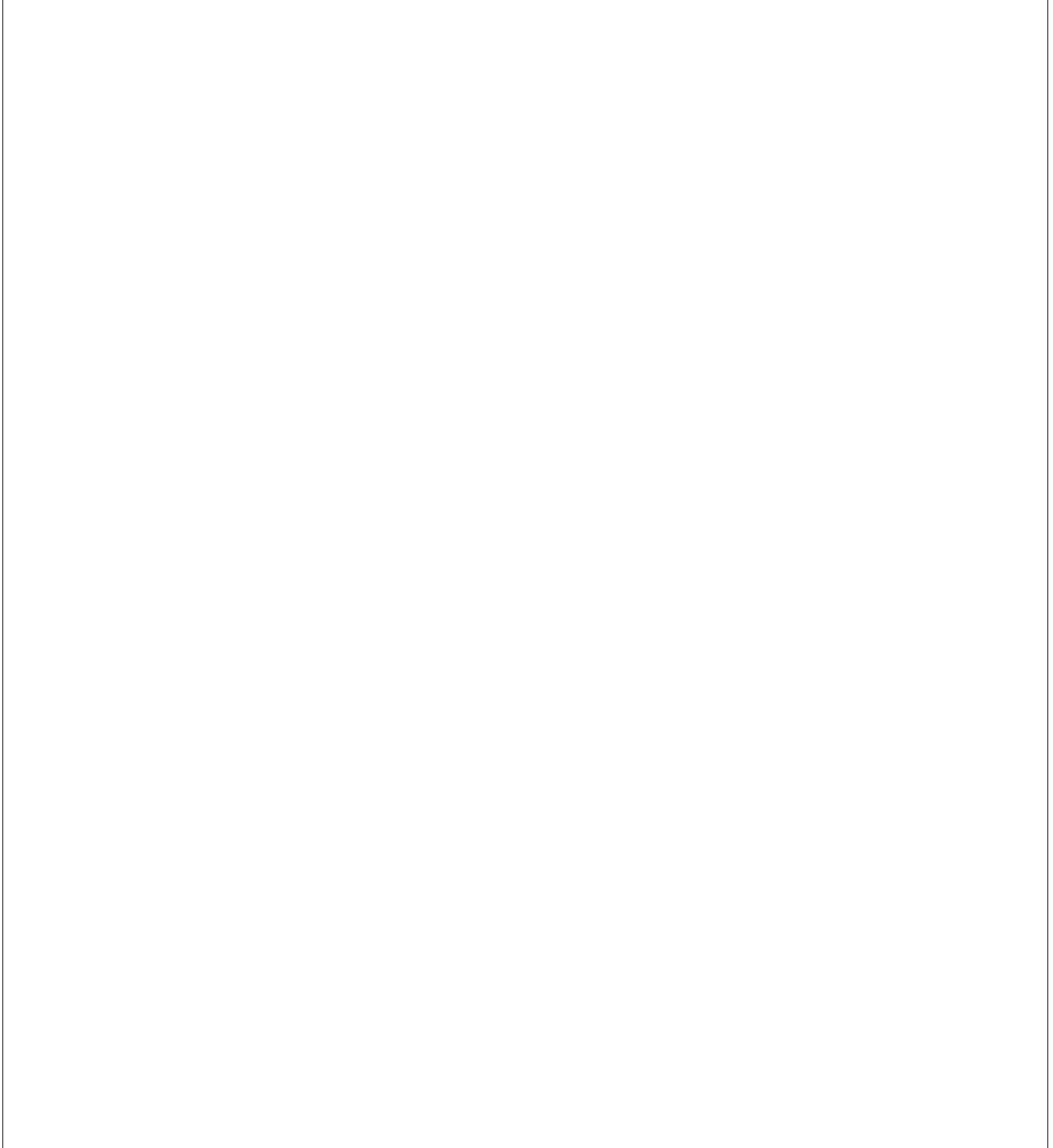
Model: _____

Etc.

Total Number of Systems: _____ Total Number of
Printers: _____

Jackson State University
Computer Laboratory Registration Packet – *Floor Plan*

Lab Name/ID: _____



Jackson State University
Computer Laboratory Registration Packet – System Specifications

Lab Name/ID: _____

Manufacturer	<input type="checkbox"/> HP <input type="checkbox"/> DELL <input type="checkbox"/> GATEWAY <input type="checkbox"/> HOWARD <input type="checkbox"/> SONY <input type="checkbox"/> OTHER
Model Number	
Operating System	<input type="checkbox"/> WINXP PRO <input type="checkbox"/> WINXP HM <input type="checkbox"/> WIN2K <input type="checkbox"/> WIN98
Hard Drive	_____ GB
Memory	_____ MB / GB
CD-ROM	<input type="checkbox"/> NO <input type="checkbox"/> YES :
Floppy	
Other1:	
Other2:	
Video	
NIC	
CPU	
Software Installed:	
Notes:	

Jackson State University
Computer Laboratory Registration Packet – Misc. Equipment

Lab Name/ID: _____

- _____ x Dry Erase Board
- _____ x Chalk Board
- _____ x Projector
- _____ x Elmo
- _____ x Smartboard
- _____ x ADA Complaint Workstation
- _____ x Speaker Podium
- _____ x Scan Station
- _____ x Finishing Station
- _____ x CDRW Station
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____
- _____ x Other _____

Jackson State University
Computer Laboratory Registration Packet – *Operational Hours*

Lab Name/ID: _____

	Fall & Spring	Summer
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Jackson State University
Computer Laboratory Registration Packet – Printer Specifications**

Lab Name/ID: _____

Manufacturer	<input type="checkbox"/> HP <input type="checkbox"/> DELL <input type="checkbox"/> XEROX <input type="checkbox"/> CANON <input type="checkbox"/> OTHER
Model Number	
Network Interface	<input type="checkbox"/> JetDirect Card Model: _____ <input type="checkbox"/> External JetDirect Model: _____ <input type="checkbox"/> Other _____ _____
IP Address:	
MAC:	
Notes:	_____ _____ _____ _____ _____ _____ _____
DONT FORGET TO PRINT OUT CONFIGURATION SHEET & ATTACH!!	

Jackson State University
Computer Laboratory Registration Packet – Student Workers

Student Name	Classification	Work Hours	Phone & Email

Jackson State University
Computer Laboratory Registration Packet – Software

Please list any installed software other than the standard software listed below.
You are required to provide a copy of the lab specific software to the Campus
Lab Coordinator upon returning this information packet.

Standard Software

Windows XP SP2
Microsoft Office Suite XP
Norton Anti-Virus Protection 10.1
Internet Explorer 7.0
Windows Media Player 11
Flash Media Player 9
Adobe Acrobat Reader 8
Java Runtime Environment 1.4.2.16
SPSS 15.0
Mathematica 6
Mymathlab / coursecompass.com
Quicktime with iTunes 7.43
Shockwave
RealPlayer 11

Lab Specific Software

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Jackson State University
Computer Laboratory Registration Packet - *Inventory*

Enumber	Manufacture	Model	Serial Number	Location

**Jackson State University
Computer Laboratory Registration Packet - *Inventory***

Enumber	Manufacture	Model	Serial Number	Location