

VMS Installation/Removal Request Form

Instructions: Send completed form to sschulz2@kennesaw.edu. Note: Video Management System (VMS) installation requires Windows 10. If VMS must be installed on a computer using MacOS, please create a UITS service request for a Windows 10 Virtual Machine to be installed.

The requestor is the department head or a designated VMS administrator at KSU and is requesting the installation or removal of VMS on a computer. The requestor must be an authorized user of the computer and must have administrative access to the computer. The requestor must provide the name of the computer and the location of the computer. The requestor must also provide the name of the department head or designated VMS administrator.

If the requestor is requesting the installation of VMS on a computer, the requestor must provide the name of the computer and the location of the computer. If the requestor is requesting the removal of VMS from a computer, the requestor must provide the name of the computer and the location of the computer.

Department: _____ **Date:** _____

Department Head/Designated POC: _____

Select One:

Install

Remove

Devices to Have VMS Installed/Removed

Asset Tag	Shared (Yes/No)	Primary User(s)

Department Head/Designee Signature: _____