Purchasing renewals of the following software site licenses:

- **SPSS Statistics Version 20 – 64 bit (**$32)
- **Amos** ($32) – not available for Mac
- **NVivo** ($42) – not available for Mac

These licenses expire June 30. Please begin the following renewal process as soon as possible. Once your eRequest is approved, the Office of the Chief Information Officer (OCIO) will email you an authorization code to download the software.

1. Go to http://go.osu.edu/IT. Click on *Order Services*. Login with your OSU user name and password. Under *Software Service* click on **Site License Software Request**.

   a. Order what you need (SPSS Statistics Version 20 – 64 bit; SPSS Amos; NVivo). Choose 'Windows' or 'Macintosh' then the appropriate software.
   b. License Type should auto fill
   c. Quantity: 1
   d. Department: Other
   e. Check the box that you agree to the license agreement
   f. Building and Room # of your office: Not all offices will be listed in the drop-down menu. 'Not listed' is also a choice.

2. The IT Service Desk (Office of the Chief Information Officer) will send you an email confirmation with a Request # (REQ) and a Request Item # (RITM). Save a pdf copy of this email to upload to your eRequest.

3. Finally, log onto eRequest at http://eRequest.osu.edu with your OSU user name and password. Complete your 'preferences' if you have never submitted an eRequest. 'Preferences' are located in the menu directly above 'eRequest Home.' Then click **NEW**.

Contact Information
Should auto fill with your information from preferences

Purchasing/Payment Option
Buy Something: Click on "Internal Order"

Vendor/Payee & Item Details
Description: "SPSS Statistics (or Amos or NVivo) License Renewal"
                       UOM: Leave blank
                       Quantity: 1
                       Estimated Amount: $total amount
                       Total: Will auto fill

Internal Vendor: From drop-down menu select: "Office of Chief Info Officer (IT Svs)"

*If you order more than one type of software, click on the 'Add Another Item' box and complete the information for the next item.

General Request Information

   Ship to:
   > "N/A" (your address will appear, but overwrite it with N/A…you will be sent an email with your authorization code to download the software)

   Additional Information:
   > Enter the Request # (REQ) and the Request Item # (RITM) that was given to you in the email.

   Business Purpose:
   > "To renew SPSS Statistics (or Amos or NVivo) license for use by (your name) for statistical analysis for Community Development research and programming."

   Add:
   > Upload the pdf of the email from the IT Service Desk (see #2 above).

Funding Source – *Please note…if your home Org is not 55120, please use the Org you normally use to purchase items.*

   Org Number: 55120 (or your home Org)

   Split Chartfield by: Choose "percentage"

   BU GL: UNIV
   Org: 55120 (or your home Org)
   Fund: (Fund to charge)
   Account: 61287
   User Defined: (User Defined)

Click **CONTINUE**. Proofread to make sure everything is filled in correctly. You can save it and have Sandy review it before submitting.

Click **SUBMIT REQUEST**.

Print a copy if you want to keep one for your records.

How/When to Download:

   The IT Service Desk (Office of the Chief Information Officer) will email you an authorization code and instructions on how to download the software.

Call Sandy (614-292-6232) with any questions you have regarding submitting or proofing the eRequest, chartfield information, or anything else.