

ITD-SD-05

Version : 02
Revision : 02
Effective Date:
01/2018



COMPUTER TRAINING LAB BOOKING FORM

Information Technology Division (ITD)
International Islamic University Malaysia

CUSTOMER'S INFORMATION

Full Name : _____ Staff No : _____
Designation : _____ Email~@iium.edu.my : _____
Telephone Ext : _____ Department /Unit : _____
Room No : _____ Mobile Phone : _____
Kulliyah/Center/Division/Institute/Office (KCDIO) : _____

PROGRAMME INFORMATION

Name of Programme:					
Date:		Time: From		To:	
Available Operating System & Hardware Specification:	<ul style="list-style-type: none">▪ Microsoft Windows 7▪ Intel Core i5-3470 CPU @ 3.20GHz▪ 4GB RAM▪ 40GB HD	Software Required*:	1.		
			2.		
			3.		

NOTE

1. If additional software is required, booking form must be submitted **ten (10) working days before** programme; else, booking form can be submitted three (3) working days before programme.
2. The software installer must be provided by requestor. Please be sure the software meets the hardware specification and the operating system.
3. Please make sure the additional software required is open source / freeware or trial ware. Pirated software is prohibited.
4. **Requestor need to come to the lab three (3) working days before programme to verify the software setup.**
5. Any changes or cancellation need to be notified two (2) working days before the programme.
6. ITD will provide feedback one (1) working day after the form is submitted if the laboratory is unavailable.
7. The lab facilities will be used as stated in the ICT Procedures and Guidelines.

Signature :

Date :

RECOMMENDATION

Dean / Director / Assistant Director / Head of Department / Head of Unit / IT Coordinator

Signature

Official Stamp

RECEIVED BY ITD SERVICE DESK

Report No :