# General guidelines computer classes

- Every year before the start of the summer holiday we need  a list of software that has to be available in the classrooms during the next academic year.
- For each software application, only one version will be installed per PC. This version will not be changed during the academic year.
- No beta, demo or trial versions will be installed on the PCs.
- Early September you will have the opportunity to test if the software is working correctly in combination with the other applications installed. We strongly advise using this opportunity.
- During the examinations no changes (e.g. installation of extra software) will be allowed.
- Only helpdesk personnel are allowed to install software on the PC's.
- Only in specific circumstances will extra software applications be installed during the academic year. A request for this has to be made at least 10 working days in advance. The request has to be accompanied with a copy of the software, installation instructions and valid licenses.
- User profiles are regularly deleted from the systems.
- Drinking and eating in the classrooms is forbidden.
- Do not disconnect PC cables.
- When you notice a hardware problem report it to the helpdesk (classroom and PC-number).
- A reservation has to be made for the computer classrooms.
- Active reservations can be consulted on Pintra https://pintra.uantwerpen.be/webapps/ua-pintrasite-BBLEARN/module/index.jsp?course_id=_46_1&tid=_4251_1&lid=_4391_1|_9871_1&l=nl_PINTRA

The purpose of this guideline is to guarantee the optimal functioning of the PC classrooms.