SAS SOFTWARE REQUEST INSTRUCTIONS

In order to **determine and account** for the accurate numbers of NJ SAS Windows Clients by Agency/Departments, we are now requiring that the attached form be correctly completed by each individual NJ SAS User, signed and approved by their Agency/Department Director or IT Director and returned back to me prior to the distribution of SAS Media, SAS Installation keys and/or Renewal licenses (Keys). The NJ Agency/Department Directors or IT Directors are aware of this new procedure. Therefore kindly comply with the new procedure below.

SAS Software: Latest version is v9.4.

Attached is the **SAS Software Request Form**.

Please see **State of New Jersey IT Policy, 14-12-NJOIT Software License Management and Distribution.**

Complete the attached SAS Software request document including an approval by your Agency/Department Director or IT Director.

Return the completed SAS Software request document by email to Bai.David@tech.nj.gov or faxed to Bai David at (609) 633-0188. If faxed, please send email notification.

SAS keys/Installation and Renewal licenses (keys) will be emailed to your work email address entered on the returned SAS Software Request document.

If SAS installation media is needed, it must be picked up in person.

SAS Version 9.2 is supported on 32 bit versions of Windows.

SAS Versions 9.3 and 9.4 are supported on 32 & 64 bit versions of Windows 7 and Windows 8.1.

SAS Versions 9.4, supported on 64 bit versions of Windows 10.

To determine if you need the 32 or 64 bit version;

1. Left click **Start**
2. Right click **Computer**
3. In the drop down list, left click **Properties**
4. Under **System**, find **System type:**

SAS SOFTWARE REQUEST

1. I have received, read, and understand the State of New Jersey IT circular titled 'Software License Management and Distribution', (14-12-NJOIT 3 April 2014).
2. SAS software will be installed on my primary workstation only. Workstation is defined as any device capable of running SAS software.
3. SAS software installation media will not be reproduced.
4. SAS software installation media will not be made available to others.
5. SAS keys/licenses will not be made available to others.
6. Existing installed versions of SAS software will be uninstalled before installing newer versions.
7. SAS software installation media will be destroyed after installation.
8. If my primary workstation is replaced, SAS software will be uninstalled from the old workstation.

Name _____

Agency/Department _____

Work Email Address _____

Phone Number _____

Location _____

SAS Base Version _____

SAS EXTENSIONS:

☐ AF ☐ ASSIST ☐ CONNECT ☐ ETS ☐ FSP

☐ GRAPH ☐ IML ☐ ODBC ☐ ORACLE ☐ PC FILES

☐ SQL ☐ STAT ☐ TERADATA

SAS Software Installation Media Requested ☐

REQUESTOR:
Name _____ Title _____
Signature _____ Date _____

APPROVER:
Name _____ Title _____
Signature _____ Date _____