How to Request SIMS on a Curriculum Machine

RAISING A SERVICE REQUEST:

- Ensure the machine has been setup with all the required prerequisites before requesting any machines be setup. (please see the **Essential Information for Adding SIMS to Curriculum Machines** document)
- Additional Curriculum workstations are required to be up to date with critical and security patches, as well as the latest AntiVirus and definitions. The machines should be regularly patches with policies to protect again Ransomware (with best endeavours)
- To raise a Service Request email schoolsict@coventry.gov.uk with the following information:
  - o School name
  - o Curriculum Domain name
  - o Curriculum Server name and IP Address
  - o Computer location in Active Directory
  - o Computer name
  - o Curriculum User Name and Password (needed to access the curriculum server through SOLUS3)
  - o Can we complete this work without you there? If not, please confirm a suitable date.
- Please activate the account already created for us.
- Once this has been approved we will arrange a date and time when the software will be deployed.
  - o The machine will need to be powered on and left on the login screen. We can then deploy the software and confirm once this has been completed.