Need a new piece of software? Have you checked out the new Apps catalog yet? With the new Apps catalog you may be able to install the software yourself.

To use the Apps Catalog:

1. Go to [apps.f-w.com](http://apps.f-w.com)
2. Browse the catalog and click on the title of the software you want installed.
3. If the Software doesn’t require approval to install you can click install on the bottom right.
   a. If you need to request the software you will click request and fill out the box stating why you need the software. And Click Submit on the bottom right.
4. IT will check for Approval requests at least once a day. Software requiring a license that Farnsworth Group must pay for will require approval from your manager and IT. IT will forward the software requests to your manager and when we receive approval we will then approve the software in the apps catalog.

5. Check your requests at the top of apps.f-w.com once you’re logged in by clicking on the My Application Requests Tab. It will also pop up a box like the required software box does as well a short time after IT approves the request.

6. Once IT Approves or denies your request you will be able to install the software or see the comments on why it was denied.

7. If denied you can resubmit the request on the bottom right hand side.
   a. Fill in the Reason for Application request
   b. Click Resubmit at the bottom on the right.

8. If approved click install on the bottom right hand side
   a. Most software will install in the background while you continue to use your computer.