

Steps to Request Installation of “Above Core” software through the OCIO-CEC’s DWP

Double-Click the OCIO Help Icon on your desktop



Click Online Help



You'll be signed in through the single sign-on eAuth process to the *CEC Digital Workplace* home page...

Scroll down to the “Top Service Requests” expand 14 items and Click “Install/Uninstall Software...”

A screenshot of the CEC Digital Workplace homepage. At the top, there is a navigation bar with 'CEC Digital Workplace', 'Service Catalog', 'My Activity', 'My Stuff', and a user icon. Below the navigation are four support options: 'REQUEST SUPPORT BY CHAT', 'REQUEST SUPPORT BY EMAIL', 'REQUEST SUPPORT BY PHONE', and 'CEC HELP DESK CURRENT WAIT TIME'. The main content area is titled 'Top Service Requests' and shows a grid of 14 items. The items are: 'SECTION 508' (Section 508 Program Request), 'Email Issues' (Report outlook email issues, request restore of email mailbox), 'FPAC Troubleshooting / Status Request' (Use for password resets and troubleshooting issues involving systems supporting FPAC), 'FPAC – Access Modify Request' (FPAC – Access Modify Request), 'Hardware Issues' (Report physical hardware Issues (computer, printer, tablet, equipment, monitor, scanner, server, etc.)), 'Install / Uninstall Software (formerly called Above Core Software)' (Complete this request form to install / uninstall CEC-approved software), 'IT Equipment Request' (Complete this form to request actions (New; Move/Change; Remove/Disconnect) for hardware devices such as workstations, mobile devices, desk), 'Mobile Device Issues' (Submit this request to report any problems or get answers to questions about cell phones and other non-fixed wireless devices (laptops, tablets, mobile)). One item, 'Install / Uninstall Software', is highlighted with an orange box. At the bottom, there is a 'Give Feedback' button and a 'Contact the Help Desk' link.

Select the appropriate action/install options (for yourself, install), and choose either “Yes” or “No” for “Do you need Agency Specific Software”. Click the “Name of Software” “Select” dropdown, and in the “Filter:” header, start typing the name of the software (.e.g. “Autodesk”, “HEC-HMS”, “MAGNET”, etc.). You’ll have to experiment with the “Yes/No” selection and names to possibly find what you’re looking for. If what you’re looking for doesn’t populate, leave the agency-specific option set to “No”, and enter/select “Other” for the name of the software.

[Back](#)

Checkout

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Install / Uninstall Software (formerly called Above Core Software)

Request for [Edit](#)
Quantity

Ahmad Davis
1

Submit request
Save and close

The most common applications are available for you to install yourself, at will, using Software Center. Self-installation is typically the fastest method to obtain approved software.

Refer to the [Where to Find Software to Install](#) for more information.

Attachments

□ [Attach Files](#) or drag and drop files here

Supported files:
mp4, csv, msg, jpeg, jpg, doc, rar, ppt, xls, bmp, xlsm, vsd, txt, tif, docx, png, tiff, vsdx, zip, pdf, avi, ai, wmv, pptx, gif, psd, xlsx or eml

Maximum file size: 10.00 MB

Maximum file count: 3

What Type of Computer is this for? (required)

Windows

Mac

Is this action for yourself? (required)

Yes

No

Name:

Company:

Region:

Site:

Site Group:

Is this for an install or uninstall? (required)

Install

Uninstall

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Name of Software **(required)**
Enter the Name of the Requested Certified Software to be installed.
This name will be put into the Summary that has a Character Limitation. If the name is more than 25 Characters enter a short name and then populate the Expanded Software Name below with the full name. The Expanded Name will be put in the notes field.

☆ Favorite 

Autodesk

Expanded Software Name
Cecil 3D 2024

Computer Name: **(required)**
How do I find my Computer Name? Use the [The OCIO Help Icon Knowledgebase Article](#) and look for the section on "Device Information."

ARC55ED00B7RG054

Is this a Virtual Machine / Desktop? **(required)**
Virtual Desktop/Machine infrastructure (VDI) is the hosting of desktop environments on a central server versus Government Funded Equipment (GFE) device.

Yes
 No

Version of Software:

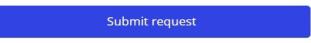
Latest

Date of Requested Action

Example: Jul 1, 2025, 1:30 PM 

Comment Box



 Submit request

 Save and close

Select “Submit Request”

Once the request has been submitted, you can log out of **OCIO-CEC’s DWP**

You will receive an email that the request was submitted.

Once an IT person has been assigned to your request, you might receive an email and/or a Teams Message regarding what the next step is.

The assigned IT person will send you a link or location on the file(s) that need to be downloaded to your hard drive prior to installation.

It’s very important that once the software has been downloaded, refer to the instructions labeled “User setup NRCS Civil 3D 24.pdf” prior to opening the installed software.