**Introduction**

Towson University has a solution for adding or updating software on your TU-owned computer without administrative access. The **Software Center** tool allows you to add new programs or update the applications you currently have on your computer.

**Accessing the Software Center**

1. Click the Windows **Start** button.
2. Click **All Programs** (Windows 7) or **All apps** (Windows 10), then navigate to the **Microsoft System Center** folder.
3. In the **Microsoft System Center** folder, click **Software Center**.

![Figure 1](image1)

4. The **Software Center** window appears.

![Figure 2](image2)
Installing or Updating Software

In the **Software Center**, you will see a list of programs that are available for you to install or update. At the top of the **Software Center** window, you may set the **Sort by** dropdown menu to **Application name A to Z** to alphabetize the software list. This list will vary between users. If there are no programs listed, contact the Help Center at 410-704-5151.

![Software Center screenshot](image)

**Figure 3**

1. Click on the application you wish to install or update. The **Application Details** screen for that specific software will appear.
2. Click the **Install** button.

![Application Details screenshot](image)

**Figure 4**
3. In case you wish to terminate the installation, the Install button changes to a Cancel button during the install.

4. Depending on the software selected, a Windows Installation window may appear. Follow the prompts for your particular software installation or upgrade.

   **Note:** Some software may require the computer to restart. It is strongly recommended that you save any work before installing or updating software.

### Checking the Installation Status

In some cases, you may need to determine if the software has been installed or updated.

1. In the **Software Center** menu, click on **Installation Status**.

   ![Software Center Menu](image)

   **Figure 6**

2. The **Installation Status** screen will show the current status of all software installed through the **Software Center**.

### Exiting the Software Center

1. After your installation or update is complete, close the **Software Center** by clicking on the X in the upper right hand corner of the window.