

Hardware Approval Request Procedure

Broward College Policy 6Hx2-8.01 requires evaluation and approval prior to any hardware installation on College property. A hardware approval request form must be completed prior to any hardware install. This includes, but is not limited to, PC's, workstations, Macs, laptops, scanners.

- 1) Complete a hardware approval request form.
E-mail the completed form to the Helpdesk.
A helpdesk ticket will be created with the form attached.
The ticket will be assigned to the campus where the request originated.
- 2) If this is the first request for this specific hardware, the Campus Technology technical staff will conduct the physical hardware testing. The physical testing will test the hardware's compatibility, security, performance and any other tests recommended by the College's technical staff. An evaluation copy of the hardware, not a demonstration copy, will be needed.
- 3) Upon approval from the Campus technical staff, the form will be signed by the Campus Associate Deans of technology followed by the Campus Dean of Technology or Director of Systems and Campus Technology
- 4) Hardware will be added to the published [Approved Hardware list](#).