

Software Approval Request Procedure

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

Section (1) Academic (Book adoption or Non-Academic requests refer to section 2)

- 1) Complete a software approval request form with the appropriate departmental associate dean's signature. A helpdesk ticket will be created with the form attached. The ticket will be assigned to the campus where the request originated.
- 2) The Campus Technology technical staff will conduct the physical software testing. The physical testing will test the software's compatibility, security, performance and any other tests recommended by the College's technical staff. An evaluation copy of the software, 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) Software will be added to the published [Approved Software list](#).

Section (2) Book Adoption or Non-Academic

- 1) Complete a software 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 software, the Campus Technology technical staff will conduct the physical software testing. The physical testing will test the software's compatibility, security, performance and any other tests recommended by the College's technical staff. An evaluation copy of the software, 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) Software will be added to the published [Approved Software list](#).