

# Request an LMS Integration

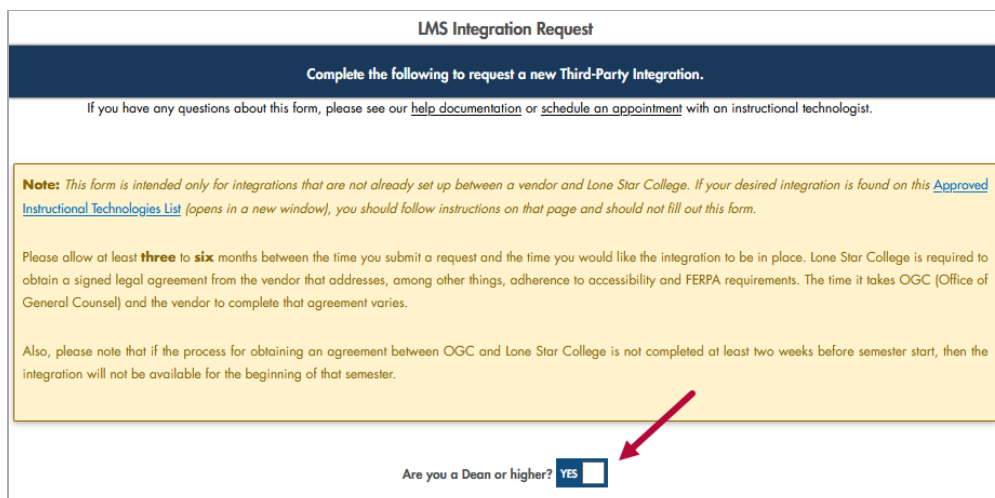
Last Modified on 09/18/2023 8:56 am CDT

**NOTE:** Please allow **at least 3~6 months** between the time you submit a request and the time you would like the integration to be in place. Lone Star College is required to obtain a signed legal agreement from the vendor that addresses, among other things, adherence to accessibility and FERPA requirements. The time for OGC (Office of General Counsel) and the vendor to complete that agreement can be lengthy; therefore, **we request at least a three-month lead time**. Please note, **we cannot guarantee the integration will be available in six months**. The process can sometimes take even longer.

If the process for obtaining an agreement between OGC and Lone Star College is not complete by two weeks prior to semester start, then integration **will not be available** for the beginning of that semester.

You may wish to integrate a new third-party product with D2L - for example, a new course tool or material from a content provider that is not already set up between a vendor and Lone Star College. You should first check the **Approved Instructional Technologies** (<https://vtac.lonestar.edu/help/approved-technologies>) list to see if Lone Star already has an agreement with that third party. If your desired integration is on that list, you should follow the instructions on that page to enable the integration in your course(s). If the integration you want to use is not on that list, you need to speak to your Chair or Dean and have the Dean fill out the **LMS Integration Request**, located on the **VTAC Self-Service** (<https://vtac.lonestar.edu/help/vtac-self-service#>) page.

1. Click **[VTAC Support]** on the **Navbar**.
2. In the **Self-Service** column, under the **Course Design** heading, click **[More...]**.
3. Click on the **[LMS Integration Request]** form.
4. If you are a Dean or higher, check the **Are you a Dean or higher?** box to **[Yes]** to indicate a Dean is filling out the form.



**LMS Integration Request**

Complete the following to request a new Third-Party Integration.

If you have any questions about this form, please see our [help documentation](#) or [schedule an appointment](#) with an instructional technologist.

**Note:** This form is intended only for integrations that are not already set up between a vendor and Lone Star College. If your desired integration is found on this [Approved Instructional Technologies List](#) (opens in a new window), you should follow instructions on that page and should not fill out this form.

Please allow at least **three to six months** between the time you submit a request and the time you would like the integration to be in place. Lone Star College is required to obtain a signed legal agreement from the vendor that addresses, among other things, adherence to accessibility and FERPA requirements. The time it takes OGC (Office of General Counsel) and the vendor to complete that agreement varies.

Also, please note that if the process for obtaining an agreement between OGC and Lone Star College is not completed at least two weeks before semester start, then the integration will not be available for the beginning of that semester.

Are you a Dean or higher? ☒ YES

5. Fill out every field and click **[Submit]**.

**Who Is This Requested For**

Examples: Course, department, campus, etc.

**Vendor Integration Name**

Examples: Pearson Revel or McGraw-Hill Connect

**Vendor Contact Name**

Example: John Smith

**Vendor Website**

Example: www.VendorInfo.com

**Vendor Contact Email**

Example: John.G.Doe@vendor.com

**Preferred Start Date**

mm / dd / yyyy



**Brief Description Of The Product**

Describe the product and the need it addresses.

**Brief Description of the Funding Model**

Are there any fees associated with this integration?  
If so, how much, how often, and who pays for them?

**SUBMIT**

