

Request an LMS Integration

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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. Check the box to indicate a Dean is filling out the form.

The screenshot shows the top portion of the 'LMS Integration Request' form. It has a dark blue header with the title 'LMS Integration Request' and a sub-header 'Complete the following to request a new Third-Party Integration'. Below this is a yellow informational box containing text about the form and integration process. At the bottom of the form, there is a question 'Are you a Dean or higher?' with a 'NO' radio button selected and highlighted by a red box. The Lone Star College logo is visible at the bottom of the form.

5. Fill out every field and click the **Submit** button.

The screenshot shows the input fields of the 'LMS Integration Request' form. At the top right, the question 'Are you a Dean or higher?' is followed by a 'YES' radio button that is selected and highlighted by a blue box. Below this are several text input fields: 'Who is This Requested For', 'Brief Description Of The Product', 'Preferred Start Date', 'Vendor Integration Name', 'Vendor Contact Name', 'Vendor Contact Email', 'Vendor Website', and 'Brief Description of the Funding Model'. Each field has a small example text below it. At the bottom left, there is a blue 'SUBMIT' button highlighted by a red box.

IMPORTANT: Please allow **at least three 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 a three-month lead time. Please note, we cannot guarantee the integration will be available in

three 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 before semester start, then integration **will not be available** for the beginning of that semester.