

**PVAMU INFORMATION SECURITY OFFICE
SOFTWARE APPROVAL REVIEW**

Submitter Name: _____

Software Name _____

Department and Date: _____

Software Purpose: _____

Submit the completed document to **Information Security Office**. Documents may be delivered to Gilchrist Building, Suite 117, emailed to InformationSecurity@PVAMU.EDU. A confirming email will be sent upon receipt.

Instructions: -- If any item that does not apply to a particular purchase, please marked "N/A" in the "No" column

| | Question (Source) | Comments / Response |
|-------------|--|---------------------|
| 1.00 | General Information (Required): | |
| 1.01 | Will the software house mission critical and/or confidential information (includes SSN, UIN or Student ID numbers)? | |
| 1.02 | Who will be providing internal support for the software? Will it be the user (faculty/staff), department or college technical support staff, ITS? List the individual's name. | |
| 1.03 | Who will use the software? Will it be limited to one user, a few users, one or more departments or courses, faculty, staff, students, the campus, the general public? Please estimate the number and types of users. | |
| 1.04 | Where will the software be installed? Give building name(s). | |
| 1.05 | If the software will reside on a server, is the necessary IT infrastructure in available to support it? This includes items such as bandwidth, storage/server capacity, etc. | |
| 1.06 | What other campus units need to be involved to support implementation of the product? This includes functional offices (such as the Registrar and/or departmental/central IT units that may need to integrate the product with existing campus business processes or IT resources. | |
| 1.07 | Contractor Information: Please list the vendor's website address and the name and phone number of someone who can be contacted for more information. | |

**PVAMU INFORMATION SECURITY OFFICE
SOFTWARE APPROVAL REVIEW**

| | Question (Source) | Yes | No | Comments |
|-------------|---|-----|----|----------|
| 2.00 | Legal Compliance/PVAMU University Administrative Procedures Issues: | | | |
| 2.01 | Is the software certified by the vendor to be ADA compliant? Does it meet the 508 standards for accessibility? Does the vendor have a completed VPAT for the product? If not, have you considered alternative products that are 508 compliant? Does it meet the TAC 213, Subchapter C and PVAMU'S UAP 29.01.04.P0.02-Accessibility of Electronic and Information Resources standards for accessibility? | | | |
| 2.02 | Does the software restrict Social Security Number or Date of Birth from being used as a primary identifier/key or as part of such a key? (Federal and State law) | | | |
| 2.03 | Will the system be used to store or manipulate student data? If so, is this data properly protected from improper disclosure as defined by FERPA? (Federal law) | | | |
| 2.04 | If the software is hosted by the vendor, is all PVAMU data safeguarded via necessary contract provisions? | | | |
| 2.05 | Is all data stored by the software managed consistently with campus and PVAMU record retention, backup and storage policies, standards and guidelines? | | | |
| 2.06 | Does the licensing model for software support a separate Development, Test, and Production, environment model without additional costs for DEV/TEST environment? | | | |
| 3.0 | Technical Issues: | | | |
| 3.01 | Is sensitive data properly secured and data communication encrypted? For example, does the software support SSL? | | | |
| 3.02 | Can self-service Web components of the software be deployed through the university's Luminis Web portal? | | | |
| 3.03 | For Web based applications, does the software integrate with the university's Active Directory account for authentication in support of single sign-on? | | | |
| 3.04 | Does the software/vendor provide API's for use in integrating with other necessary campus systems, such as Banner, Luminis, BlackBoard, etc.? | | | |
| 3.05 | Does the software use a database? If so, what kind? | | | |
| 3.06 | What operating system is required to run the software? | | | |
| 3.07 | Does the vendor have a clear escalation path / procedures for system support to identify and resolve problems? | | | |
| 3.08 | Will the software reside on a desktop computer or a server? Give computer type and service tag number | | | |
| 3.09 | If the software will reside on a server, is the necessary IT infrastructure available to support it? This includes items such as network bandwidth, storage/server capacity, etc. | | | |