



Control Number: E-332834
Printed: Tuesday, 6/6/2017
Received by: _____, / /

Request for Employee Network/Email Account

PLEASE COMPLETE THIS FORM ON LINE, then return it to IT (AD 107) with a copy of the PCR work assignment. Incomplete/Ineligible data will delay the request.

Requested for: _____, _____

(As in LACCD records)

Last Name

First Name

M. Initial(If any,required)

Empl #: _____

Dept: _____

Building & Office:

Title: _____

LACCD Class code:

Acct. Type: Administrator Classified Certificated Unclassified
 Student assistant Contractor with _____ Other:

Assignment: Full time Part time

Status: Current Empl. New Hire Returning Empl. Not a LACCD Empl.

Add. info: Current assignment ends on _____ / _____ / _____

Reactivate account.

Transferred from another college within LACCD: _____

Voice mail: Will use voice mail on ext. _____ (1 ext with 1 user's voice mail)

? Add to voice menu on shared ext. _____ (1 ext w/several voice mails)

Need voice mail on new ext. # and phone (New full-time LACC position only).

No voice mail needed. Display ext. _____ on Employee Phone directory.

Multiline phones; the extensions below should ring on line:

? 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Comments:

Requested by: _____, _____

(Dept. Chair/Supervisor)

Last Name

First Name

Department

Ext.

Employee is no longer working at LACC. Disable all his/her accounts.

Requested-by signature: _____ Date: _____ / _____ / _____

===== Stop --- Do not write below this line --- Return form to IT =====

IT Manager approval: Signature: _____ Date: _____

Manager's instructions: _____

IT Work Done: Initials: _____ Date: _____ Initials: _____ Date: _____

DEC Username: _____ Reactivated Psswr Reset Ext. _____ Menu # _____

DEC missing, informed DO Expires: _____ Handler: _____

DEC Psswr Reset Groups: _____ Ext Recorder: _____

UIA Username: _____ AD:Profile/LogonScript Voice Mail #: _____

LACC Username: _____ e76.bat Prev. User: _____

Acct. already exists Campus directory verified Email: Requestor, User

Certificated need to have DEC acct. RightFax updated

AD:in "Descript" enter "Acct. Type", "Dept" Form Revised: 3/9/2007