

Los Angeles City College Administrative Services "How To" Book	Facilities	VI
How Do I Access the Construction Contract Change Order form?		A-19

#### A. Brief Description

Below is the link to access the **Construction Contract Change Order Form**.

#### B. How To

1. The **Construction Contract Change Order Form** can be accessed from the District website @ <http://albacore.laccd.edu/#facilities>. From the District network, the aforementioned link can also be reached by following the procedures below:

1. Log unto the District's website @ [www.laccd.edu](http://www.laccd.edu),
2. Next click on the link **Faculty and Staff Resources**,
3. Next click on the link **Intranet (District Network Only)**,
4. Next,, click on the link **Facilities**,
5. Then, select the link **Construction Contract Change Order Form**.