

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI A-24
How Do I Access the Pre-Bid Conference Sign-In Sheet Form?		

A. Brief Description

Below is the link to access the **Pre-Bid conference sign-In Sheet Form**.

B. How To

1. The **Pre-Bid Conference Sign-In Sheet 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:
 - a. Log onto the District's website @ www.laccd.edu,
 - b. Next, click on the link **Faculty and Staff Resources**,
 - c. Next, click on the link **Intranet (District Network Only)**,
 - d. Next, click on the link **Facilities**,
 - e. Then, select the link **Pre-Bid Conference Sign-In Sheet Form**.