

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI
How Do I Access Sample DSA Check Request Letter?		A-32

#### A. Brief Description

Below is the link to access the **Sample DSA Check Request**.

#### B. How To

1. The **Sample DSA Check Request** 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](http://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 **DSA Check Request**.