

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		B-3-1
Instructions For the Request For Internet Access in the Labs, Classrooms or Offices For Faculty Personal Laptop Form.		

A. Brief Description

The below instructions are to be followed in completing the **Request For Internet Access in the Labs, Classrooms or Offices for Faculty & Personal Laptop Form.**

B. How To:

1. **Full Name:** Enter your full name as the requestor.
2. **Employee #:** Enter your employee number
3. **Laptop Hostname:** Enter your laptop's hostname. To find the hostname, click on the **START** icon (bottom left of the desktop); then click on **RUN** and type the letters **CMD** in the dialog box to the right of **Open**. A command prompt window will then appear. Type the command **HOSTNAME** and hit the enter key. The **HOSTNAME** will appear on the line immediately below the command Prompt line.
4. **Laptop MAC Address:** Enter the unique physical address of your laptop network adapter. The physical address can be retrieve by typing the command **IPconfig- /all** at the command prompt. Follow the instructions in line number 3 to retrieve the command prompt window.
5. **Laptop Current Anti-virus software:** Enter the name of the antivirus software installed on your laptop.
6. **Department:** Enter the name of the department that you are assigned to.
7. **Location (s), building & room:** Enter your work location or your assigned building name and room number. .
8. **Location Type:** Check one of the followings location type, **Lab, Classroom, Office, Other.**
9. **Contact Person:** Enter your name or the name of your contact.
10. **Email Address:** Enter your e-mail address.
11. **Lab Instructional Assistant Name:** If the location is a lab, enter the name of the Instructional Assistant.
12. **Requestor Signature:** Sign the form as the requestor.
13. **Notes:** Enter any comments or instructions for the IT Department staff.
14. **Contact the ITHelpDesk at X2049 if you need further assistance.**