

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		B-4-1
<b>Instructions For the Request For Employee Network/Email Account. (Voicemail and Telephone)</b>		

#### A. Brief Description

This form, **Request For Employee Network/Email Account Form**, is used to request a login ID to the LACC network or an email account hosted by LACC. The form is available on the campus website and should be filled out electronically.

#### B. How To:

1. **Last Name:** Enter the last name of the Employee.
2. **First Name:** Enter the first name of the Employee.
3. **M. initial:** Enter the middle initial of the Employee.
4. **Empl #:** Enter the employee number.
5. **Dept:** Enter the employee department name.
6. **Building & Office:** Enter the abbreviated building name and room number of the employee, (i.e AD 218). If the employee does not have an office, enter the work location room number or the department chair office number.
7. **Title:** Enter the official Job title of the employee.
8. **LACCD Class Code:** Enter the employee class code for the current or primary assignment. .
9. **Acct. Type:** Click in the circle adjacent the employee to the appropriate employee group type.
10. **Assignment:** Click in the circle adjacent to the description corresponding to the employee assignment type, **Full Time or Part Time**.
11. **Status:** Click in the circle adjacent to the description corresponding to the employee status.(Current Employee, New hire, Returning Employee, Not a LACCD employee)
12. **Add. Info:**
  - a. If the employee is temporary or has a current assignment that has an end date, click in the box adjacent to the phrase "Current assignment ends on" and insert the end date.
  - b. If the employee's account is to be reactivated, click in the box adjacent to the phrase "Reactivate account".
  - c. If the employee is transferring from another college, click in the box adjacent to the phrase "Transferred from another college within the LACCD". Enter the name of the college.
13. **Voice Mail:**
  - a. If the employee needs voicemail on the assigned extension, click in the circle adjacent to the phrase "Will use voice mail on ext". One extension will be

assigned to full time employee only. Part-time and adjunct faculty assignments are assigned shared extension.

- b. If the employee is to share extension, click in the circle adjacent to the phrase "Add to voice menu on share extension" One extension will be used for multiple mailboxes within the department.
- c. If the employee needs a new phone and a new extension, click in the circle adjacent to the phrase "need voice mail on new ext. # and phone". This is used only for **Full Time** employees new to the college. If the employee is replacing another employee, the new employee will use the existing equipment and extension number of the replaced employee.
- d. If the employee will not have a voice mailbox, click in the circle adjacent to the phrase "No voice mailbox needed. Display ext. \_\_\_ on Employee Phone directory"; and key the extension number you wish associated with the employee. The extension will only be displayed in the employee's phone directory.

- 14. **Multiple Phones; the extension below should ring on line:** Circle the number of phone lines that the single extension should ring on or be connected to.
- 15. **Comments:** Provide any additional comments you may have for the Information Technology Department.
- 16. **Requested by:** Type in the Last name, First Name, department and extension of the Department Chair or Supervisor of the employee requesting the account.
- 17. **Employee is no longer working at LACC. Disable all his/her accounts:** If the employee is no longer working at LACC, all of his/her accounts are to be disabled. Click in the box next to the phrase "Employee is no longer working at LACC. Disable all his/her accounts".
- 18. **Requested-by signature:** The department head or the authorized signer must sign the request form.
- 19. **Date:** Enter the date that the Department Chair or Supervisor signs the form.