



Control Number: <b>E-145343</b>
Printed: Tuesday, 9/2/2008
Received by: _____, / /

### Request for Employee Network/Email Account

**PLEASE COMPLETE THIS FORM ON LINE**, then return it to IT (AD 107) with a copy of the PCR work assignment.

Incomplete/Ineligible data will delay the request.

**Requested for:** Johnson \_\_\_\_\_, James \_\_\_\_\_ | L \_\_\_\_\_  
(As in LACCD records) Last Name First Name M. Initial(If any,required)

Empl #: 667151 | Dept: Business Office | Building & Office: AD 111

Title: Accounting Technician | LACCD Class code: 1328

Acct. Type:  Administrator  Classified  Certificated  Unclassified  
 Student assistant  Contractor with \_\_\_\_\_  Other: \_\_\_\_\_

Assignment:  Full time  Part time

Status:  Current Empl.  New Hire  Returning Empl.  Not a LACCD Empl.

Add. info:  Current assignment ends on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reactivate account.

Transferred from another college within LACCD: West LA College

Voice mail:  Will use voice mail on ext. \_\_\_\_\_ (1 ext with 1 user's voice mail)

?  Add to voice menu on shared ext. \_\_\_\_\_ (1 ext w/several voice mails)

Need voice mail on new ext. # and phone (**New full-time LACC position only**).

No voice mail needed. Display ext. \_\_\_\_\_ on Employee Phone directory.

Multiline phones; the extensions below should ring on line:

? 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Comments: \_\_\_\_\_

**Requested by:** Arvizu \_\_\_\_\_, Richard \_\_\_\_\_ | Business Office | 2039  
(Dept. Chair/Supervisor) Last Name First Name Department Ext.

Employee is no longer working at LACC. Disable all his/her accounts.

Requested-by signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

===== **Stop --- Do not write below this line --- Return form to IT** =====

**IT Manager approval:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's instructions: \_\_\_\_\_

**IT Work Done:** Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

DEC Username: \_\_\_\_\_  Reactivated  Psswr Reset  Ext. \_\_\_\_\_ Menu # \_\_\_\_\_

DEC missing, informed DO  Expires: \_\_\_\_\_ Handler: \_\_\_\_\_

DEC Psswr Reset Groups: \_\_\_\_\_ Ext Recorder: \_\_\_\_\_

UIA Username: \_\_\_\_\_  AD:Profile/LogonScript  Voice Mail #: \_\_\_\_\_

LACC Username: \_\_\_\_\_ e76.bat Prev. User: \_\_\_\_\_

Acct. already exists  Campus directory verified  Email: Requestor, User

Certificated need to have DEC acct.

RightFax updated

AD:in "Descript" enter "Acct. Type", "Dept"

Don't pre-expire Certificated accts

Form Revised: 3/9/2007

AD:Organization/Company is always "City"