

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		B-5-1
Instructions For The Request For Alarm Code Form		

A. Brief Description

The below instructions are to be followed in completing the **Request For Alarm Code Form**.

B. How To:

1. Alarm Location(s):

Building & Office: Enter the building name and office number where the alarm is installed.

2. Requested For: (User)

Last Name: Enter the last name of the **User**.

First Name: Enter the first name of the **User**.

M. initial: Enter the middle initial of the **User**.

Emp #: Enter the employee number of the **User**.

Dept. Enter the **User** department name.

Employee Type: Click in the circle next to the category of employee or employee type.

Comments: Provide any comment necessary that the Information Technology Department should be aware of.

3. Requested by:

(Dept. Chair/Supervisor)

Last Name: Enter the last name of the Department Chair or Supervisor.

First Name: Enter the First Name of the Department Chair or the Supervisor.

Department: Enter the name of the department making the request.

Requested-by signature: The Department Chair or the Supervisor signature is required.

Date: Enter the date the request was signed by the Dept. Chair or Supervisor.

Stop The bottom portion of the form is to be completed by the IT Department. Please do not write in this section.