

Los Angeles City College Administrative Services "How To" Book	Information Technology	IV
		C-I
How Do I Request DEC (SIS) Access?		

A. Brief Description

These procedures are established to assist staff including faculty to request or obtain access to the Student Information System (DEC system).

B. How To

1. A User ID and Password are required for employees to access the DEC System.
2. If an employee already has a DEC User ID and Password, access is available via the web for faculty rosters and other uses. .
3. If the employee has DEC access but needs additional screens, the employee's supervisor should fill out the DEC ONLINE ACCESS AUTHORIZATION FORM indicating those screens that are needed for approval. The form can be found on the college website at <http://adminsvcslacitycollege.edu/forms2/forms.htm>. (IV-A-1) (E-mail Login Name and Password are required). The form must be fill-out online and saved to the hard drive for subsequent transmittal to the Department head or Supervisor for approval. (E-mail or electronic approval is acceptable.) The District requires that the form is typed.
4. If the employee does not have a DEC User ID and Password, the supervisor should fill out a DEC ONLINE ACCESS AUTHORIZATION FORM listing those screens that the employee will need for approval by the District. The form can be obtained from the college website at <http://adminsvcslacitycollege.edu/forms2/forms.htm> (e-mail Login Name and Password are required)
5. The form must first be approved by the employee's supervisor, the Dean of Admissions or the Vice President of Student Services prior to submission to the College IT Department. For Financial Aid screens, the approval must be made by the Associate Dean of Financial Aid or the Vice President of Student Services rather than the Dean of Admissions. (E-mail approval is acceptable)
6. If the employee already has a DEC access but needs additional screens, the College IT Manager will provide those screens upon receiving the approval from the Vice President of Administration.
7. If the employee does not have DEC access, the College IT Department sends the form to the District IT department for approval and establishment of the employee initial **login name or ID and password**.
8. Once approval is made by the District IT Department, the employee and the College IT Department are both informed by the District IT Department as to the approval and login ID and password.

9. Upon the employee receiving the new login ID and password, the employee will be able to access the DEC system.
10. The College IT Department will ensure that the DEC icon is installed on the employee's computer desktop and instruct the employee as to how to access DEC.
11. Further training in DEC will have to be provided by the employee's supervisor or staff within the employee's department.
12. Further training can also be obtained from the Teaching Learning Center. Refer to the Teaching Learning Center website at <http://www.lacitycollege.edu/resource/oac/oac.html> for further training schedule or information.
13. Currently only information on student records, financial aid and collections and payments to the Business Office are active or live in DEC since the District has converted most of the other functions such as payroll, human resources etc. to SAP.