

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV C-12
How Do I Request An Extension For My Department (Not Individual Employee)?		

#### A. Brief Description

The Instructions below describe how a Department Supervisor, Chair or Head may request a department extension for his or her department.

#### B. How To

1. Most departments already have a department extension. However, if an extension is to be requested by a Department Head or Chair for his or her department, the Department Head or Chair should contact the IT Manager directly with a proposal for the extension.
2. The Information Technology Manager will grant the request after receiving and reviewing the proposal.
3. The **Request for Employee Network/Email Form** can not be used to request department extension for any department. The form is used to order network account, email account, telephone and voice mailbox for individual employee only.
4. For instructions on how to set-up the department voicemail box, go to <http://adminsvecs.lacitycollege.edu/it/extension.html>.