

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		C-3
How Do I Request The College Wireless Account?		

A. Brief Description

The Instructions below describe how any student, faculty or staff can request the College wireless account. The College wireless account is located in several buildings and open areas of the college. Refer to the Information Technology Department website at <http://adminsvcslacitycollege.edu/it/wireless.html> to view the hotspots.

B. How To

1. To use the College wireless account, open your browser (IE, Firebox, etc) and try to reach any website.
2. If you are prompted to accept the Security Certificate, accept it permanently.
3. Ensure that your computer wireless is enabled. Many laptops have a button on the keyboard to enable or disable wireless connections. Check your laptop manual for detail instructions.
4. The system will prompt you to enter your username and password.
5. Enter your Username in the box right or adjacent the word **Username. (UIA account Username or Academic Network account only)**
6. Enter your Password in the box to the right or adjacent the word **Password. (UIA account Password)**
7. Students, faculty and staff must have an Academic Username and Password (UIA account) in order to gain access to the wireless account. Both faculty and student's academic usernames and passwords are automatically created. Refer to **www.lacitycollege.edu Information Technology "How To" Book" Sections (IV F-1 – F2).**
8. A Classified staff supervisor will have to request Academic Network Username and Password (**UIA Account**) for any classified staff. Classified Supervisors and Managers may request their own Academic Network Username and Password. Please note that staff Administrative Username and Password differs from that of the Academic Username and Password. GoTo <http://adminsvcslacitycollege.edu/forms2/forms.htm> (**IV-A3**) to access the form. Username and Password are required.
9. If you have further questions or need additional assistance, contact the ITHelpdesk at ext. 2049.
10. For more information and assistance, go to the Information Technology website at <http://adminsvcslacitycollege.edu/it/wireless.html>.