

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-2
How Do I Obtain E-mail or Network Account and Password As An Instructor?		

A. Brief Description

The Instructions below describe how an Instructor or a faculty member automatically receives an e-mail account and an academic network account. It is also important to note that an instructor or faculty member also receives **Administrative** e-mail accounts in addition to the **Academic** e-mail account. Most instructors or faculty members prefer to use their Administrative e-mail accounts vis-à-vis their Academic e-mail accounts.

B. How To

1. The **Academic Network** account is generally referred to as an **UIA** account.
2. The Instructors or faculty UIA (Academic Network) accounts are automatically issued upon approval of their assignments and entrance into the Personnel or SAP system.
3. The **UIA account** comes with a **Network Username, E-mail Account and Password**.
4. In addition to the Academic Network Accounts, the Instructors or faculty members are also given Administrative Network and E-mail Accounts. Refer to www.lacitycollege.edu IT "How To" Book Section (IV-C-4).
5. Most Instructors prefer to use their Administrative accounts rather than their academic accounts. The Administrative accounts will not work on the computers in the academic laboratories. Therefore, those instructors with laboratory classes will normally utilize their academic network accounts to facilitate logging into the academic or lab computers.
6. The Academic Network Username and Password may not necessarily be the same as the Administrative Username and Password.
7. The Academic Network Username comprises of the following:
 - a. The first six letters of your last name, plus the
 - b. The first letter of the first name, plus
 - c. The first letter of the middle name.
8. The default password is the **employee number**.
9. The instructor or faculty member Academic Account is never deleted.
10. Only Instructors with UIA (**Academic Network**) accounts will have access to the Academic Network.

11. The Academic Network computers are predominantly found in the academic computer laboratory.
12. The Instructional Assistants provide support services for the Academic Network computers and assistance to faculty and staff that request them.
13. Additional assistance can be found on the Information Technology website at <http://adminsvcs.lacitycollege.edu/it/uia.html>.