

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-6
How Do I Request A Space on the College Website?		

A. Brief Description

The Instructions below describe how any department, faculty or staff can request a space on the College website from the College Information Technology Department.

B. How To

1. In order to request a space on the College Website, an e-mail request has to be sent to the Information Technology help Desk at ithelpdesk@lacitycollege.edu. The request must be sent from a LACC email account. (__@lacitycollege.edu). If the requestor does not have a LACC e-mail account, it can be requested. Refer to www.lacitycollege.edu **Information Technology "How To" Book Section (IV-C4)**
2. If the request is for a department website, the request must come from the Department supervisor, head or chair.
3. The request must include the requestor's e-mail address, Name and purpose of the request.
4. Upon receiving the request, the Information Technology Department will create and configure the folder for the site.
5. The Information Technology Department will then e-mail the requestor the site information and instructions.
6. The College has license for FrontPage. FrontPage is used for creating websites. .
7. If any requestor does not have FrontPage on his or her computer, e-mail the ithelpdesk@lacitycollege.edu to install the software.
8. **WS_FTP LE** is used to upload and download web pages. The software is free for K-University students and employees for academic purposes only. For request of the software to be installed on any computer, contact the ithelpdesk@lacitycollege.edu .
9. To upload the requested web page after the Information Technology has sent the requestor the site information and instructions, Click connect after installing WS_FTP LE, the session **Properties** window will open. Then, click New and enter the site information.
10. For additional information and assistance, refer to the Information Technology website at <http://adminsvcs.lacitycollege.edu/it/websites.html>