

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-7
How Do I Request The Use of the College software?		

A. Brief Description

The Instructions below describe how any faculty or staff may request the use of the College software or academic software available to the College.

B. How To

1. If a staff or faculty member needs any software to be installed on his or her College computer that the college has license to or academic software available to faculty and staff (free of charge), contact the Information Technology Help Desk at **ithelpdesk@lacitycollege.edu**.
2. **LACCD/LACC license software are listed below**
 - a. Microsoft Office (PC/Mac): (Word, Excel, PowerPoint, Access, Outlook and Publisher.
 - b. Microsoft FrontPage: Create and maintain Web pages.
 - c. Microsoft Windows XP: PC Operating system
 - d. Microsoft Virtual PC (Mac): PC emulator for Mac. Requires OS X Ver 10.3 or later.
 - e. Microsoft Visual Studio.net Pro: Programming environment.
 - f. Eureka: Job/Career software
3. For more academic (free) software and other information on software etc., refer to the Information Technology webpage at <http://adminsvcs.lacitycollege.edu/it/software.html>