

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

A. Brief Description

The Instructions below describe how a student automatically receives an e-mail or an academic network account and password.

B. How To

1. The **Academic Network** account is generally referred to as an UIA account.
2. The student' UIA (Academic Network) accounts are automatically issued upon enrolling in a class at the College.
3. The **UIA account** comes with a **Network Username, E-mail Account and Password.**
4. All students' UIA accounts are deleted at the end of each semester.
5. Each student's e-mail account has 10MB of storage space.
6. The maximum size of e-mail any student is capable of sending and receiving is 2MB.
7. Students are required to delete unwanted e-mails as well as the deleted e-mails to maximize their storage space usage.
8. The Username of each student e-mail comprises of the following:
 - a. The first two letters of the student first name, plus
 - b. The first two letters of the student last name, plus
 - c. The last five digits of the student identification number.
9. The student Password comprises of the month and day of the student birthday, as depicted in the school records with the format **MMDD. (For example, January 2 = 0102)**
10. The student email account is presented as follows username@email2.lacitycollege.edu.
11. As an illustration, the student **John Doe** was born on **August 1** with the student identification number **884234567**. **John Doe** e-mail account will be jodo34567@email2.lacitycollege.edu and Password **0801**.
12. Only students with UIA (**Academic Network**) accounts will have access to the Academic Network and to the wireless connection.
13. The Academic Network computers are predominantly found in the various computer laboratories.

14. The Instructional Assistants provide support services for the Academic Network computers and assistance to faculty and staff that request them.
15. Each student network and email user name is the same and also the passwords.
For example, John Doe as referenced in line 11 Network User name will be **jodo34567** and **Password 0801**.
16. In order to log on to any of the Academic network computers, the student must use the assigned User Name and Password.
17. Additional assistance can be found on the Information Technology website at <http://www.lacitycollege.edu/services/studemail/emailntc.html>.