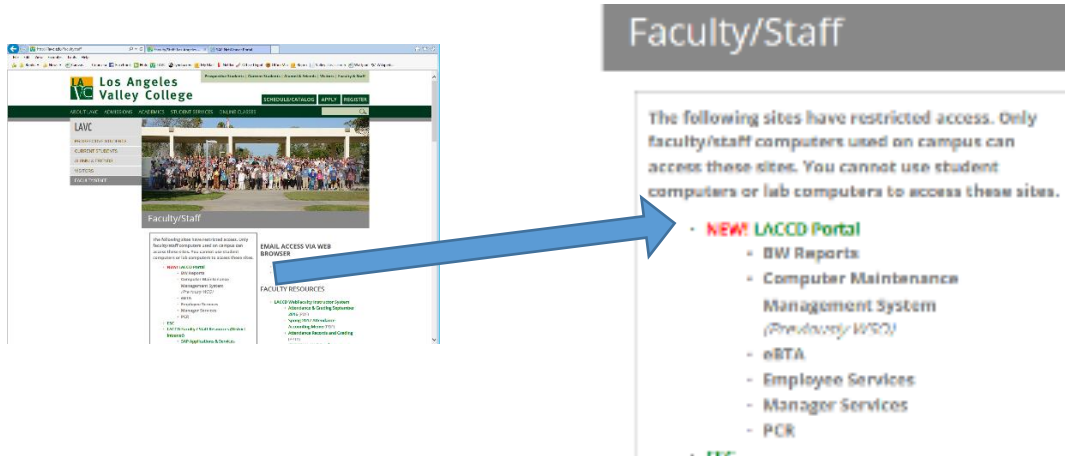
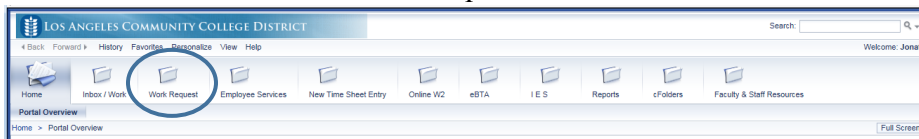
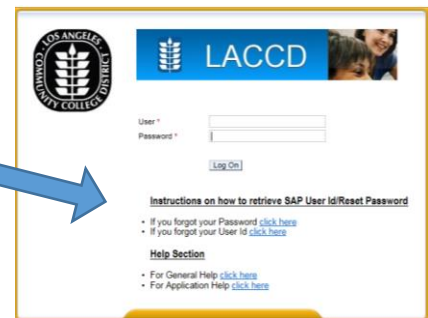


# Key Request Instructions

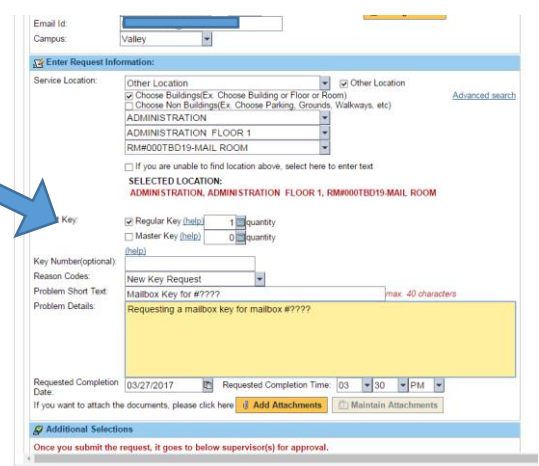
1. Access the Los Angeles Valley College website at: <http://www.lavc.edu/>
2. Click on the “Faculty & Staff” link located in the upper right hand corner of the screen.
3. Click on the “NEW! LACCD PORTAL” link located in the middle of the screen.



4. Enter your username (Your username is your email address before the '@lavc.edu')
5. Enter your password (If you don't know or forgot your password, click on the reset password link.)
6. Click on the “Work Request” folder icon



7. Click on the “Key Request” icon (4<sup>th</sup> option down)
  - Enter the building and room number of the area for the area you are requesting access to and all pertinent information into the Work Request online form and press submit. For key card access, please include the first five digits of the code on the back of your employee ID card in your request.
8. Your request will be sent to your supervisor/department chair for approval
9. You will receive an email from when your key is ready. Please allow up to 14 days for processing.
10. Pick up your key in the Staff Services (Reprographics) office located in room 1701 of the Administration and Career Advancement building.
11. Reprographics hours are M-Th, 7am-7:25 pm and Friday 7am-3:25 pm.



\*Please note\*

- If you are requesting a key, either you or the person you are requesting it for will receive an email notification confirming that your request was submitted and will include a notification number. Please make sure you receive one to ensure your request went through.