

IT Support Cheat Sheet 😊

Example:
 Full name: Albert C. Einstein
 SAP name: EINSTEAC

LAVC Credentials
 User name: [SAP name]
 Password:
(LAVC password expires every 90 days)

Wi-Fi
 SSID: LAVC Wireless

Office computer

LACCD Credentials
 User name: [SAP name]
 Password:

Office 365 Email

Class /Grade Roster

Canvas

More IT help!

IT location: 1st Fl, Campus Center; web site: www.lavc.edu/it
 IT Helpdesk @ extension 2489 or 818-947-2489
 Monday – Thursday: 7am-9pm; Friday: 7am – 4pm

Audio & Video Help!

Using a Computer in the Classroom

Instructor computer credentials (podium computer)
 User name: [building abbreviation] – see below
 Password: podium (lower case)
Example: you are teaching at BJ101
 User name: **BJ** Password: **podium**

Building Name	Building Abbreviation
Administration & Career Advancement	ACA
Allied Health & Sciences	AHS
Art	ART
Business Journalism	BJ
Behavioral Sciences	BSC
Campus Center	CC
Child Dev. & Family complex	CDFC
Community Services Center	CSC
Engineering	ENG
Emergency Services Training	EST
Foreign Language	FL
Humanities	HUM
Math Science	MS
Student Service Annex	SSA
Student Service Center	SSC
Student Union	SU

Second floor Library bldg., room 200
 Instructional Media Services (IMS): x2485, x2405
 M – Th: 7:30am – 8:30pm; Fr: 7:30am – 3:30pm