



ATTENDANCE ACCOUNTING ON-LINE ROSTER INSTRUCTIONS

1. **Go directly to http://www.laccd.edu/faculty_staff/extranet2/services.htm or <http://www.laccd.edu/>**
2. **Click Faculty and Staff Services**
3. **Scroll down and click, “Faculty Services – Instructor System” or one of the following:**
 - View your class roster http://www.laccd.edu/faculty_staff/service_logon.asp
 - Assign grades to students http://www.laccd.edu/faculty_staff/service_logon.asp
 - Exclude students from classes http://www.laccd.edu/faculty_staff/service_logon.asp
4. **Click on “ Log on to the Instructor System Here”**
5. **For proper identification, please enter your DEC User ID (TP Online User ID) or LAN account (Username).**

Your DEC or LAN User ID consists of the six characters of the last name plus the first and middle initials. (Example: smithjr for John R. Smith). If you have any problems with your User ID, please contact your local LAN Administrator (310-287-4360).

6. **Enter your Password and Click Submit.**

Your password will initially be set to your LACCD employee number. You must change the password often, at least every 90 days. To change your password, select the “Change Password” option on the main menu. If you forget your password, your local LAN Administrator (IT Department 310-287-4360) can reset your password.

Note: If you require DEC access, an approved DEC Form needs to be completed (Full name, Employee ID and Department). The screens issued are:

S076W – Grade entry by section
S402W - Class Roster
S056W - Exclusion Update

Please make sure that the form is approved by VP of Academic Affairs or reviewed by Dean of Admissions and Records prior to approving student screens.

7. When submitting your exclusion and grades online, you must print the signature page. Sign and date it and submit it to the Office of Admissions and Records.