

CLPCCD Wireless Access Request Form

Procedure:

1. Fill out the top portion of this form and submit to respective Dean/Administrator.
2. Dean/Administrator submit signed form to the College Dean of Technology for review and approval of proposal.
3. College Dean of Technology will submit approved proposal to the District CTO for final approval.
4. College Dean of Technology will assist in the price quotes for requisitioning approved wireless equipment.

Requestor:

I have read and understand the Wireless Guidelines. (initials) _____ (Refer to <http://intranet/CCS>)

Request Date:

Contact phone number:

Justification for wireless: (attach separate sheet if necessary)

Student Access

Instructor Access

Other:

Wireless access needed for how many devices? _____ PC's _____ Laptops _____ Printers

Other:

Location of wireless access (building(s), and/or rooms):

Desired Completion Date:

Division Dean/Administrator Preliminary Approval:

Additional Comments/Rationale:

FOR ITS USE ONLY – Do not write below this line

Printer(s)?

Router(s) needed?

Cart needed?

Facility wiring needed?

Switch(s) needed?

Other:

Submitted by IT Tech:

ITS Comments on Approved Configuration (see attached equipment requisition):

Date:

Approval of Dean of Technology:

Date:

Final CTO Approval:

Date: