



West Los Angeles College
Office of Admissions and Records
9000 Overland Avenue Culver City, CA 90230
www.wlac.edu

To: All Faculty

From: Faculty Services

Did you know that you could view your roster, exclude students or assign grades using the Internet?

Here is how:

1. Go to WLAC's Faculty and Staff Page www.wlac.edu or LACCD Faculty and Staff Resource www.laccd.edu
2. Using the WLAC website, Scroll down and Click SIS, Instructor logon or
Using the LACCD website, Scroll down and Click Faculty Services – Instructor
3. Using the WLAC website, Click on to Log on to the Instructor System Here
4. Please enter your Username and Password, and click Submit.
Your password will initially be set to your LACCD employee number.
You must change your 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 can reset your password.
(IT Department 310-287-4360).

If an instructor needs access to the DEC system, an approved DEC Form needs to be filled out; information needed 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 Student Services and/or reviewed by Dean of Admissions and Records prior to approving student screens.

6. 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 (IT Department 310-287-4360).
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.