

Instructions to log into Administrative Portal (<http://Plan.elac.edu>)

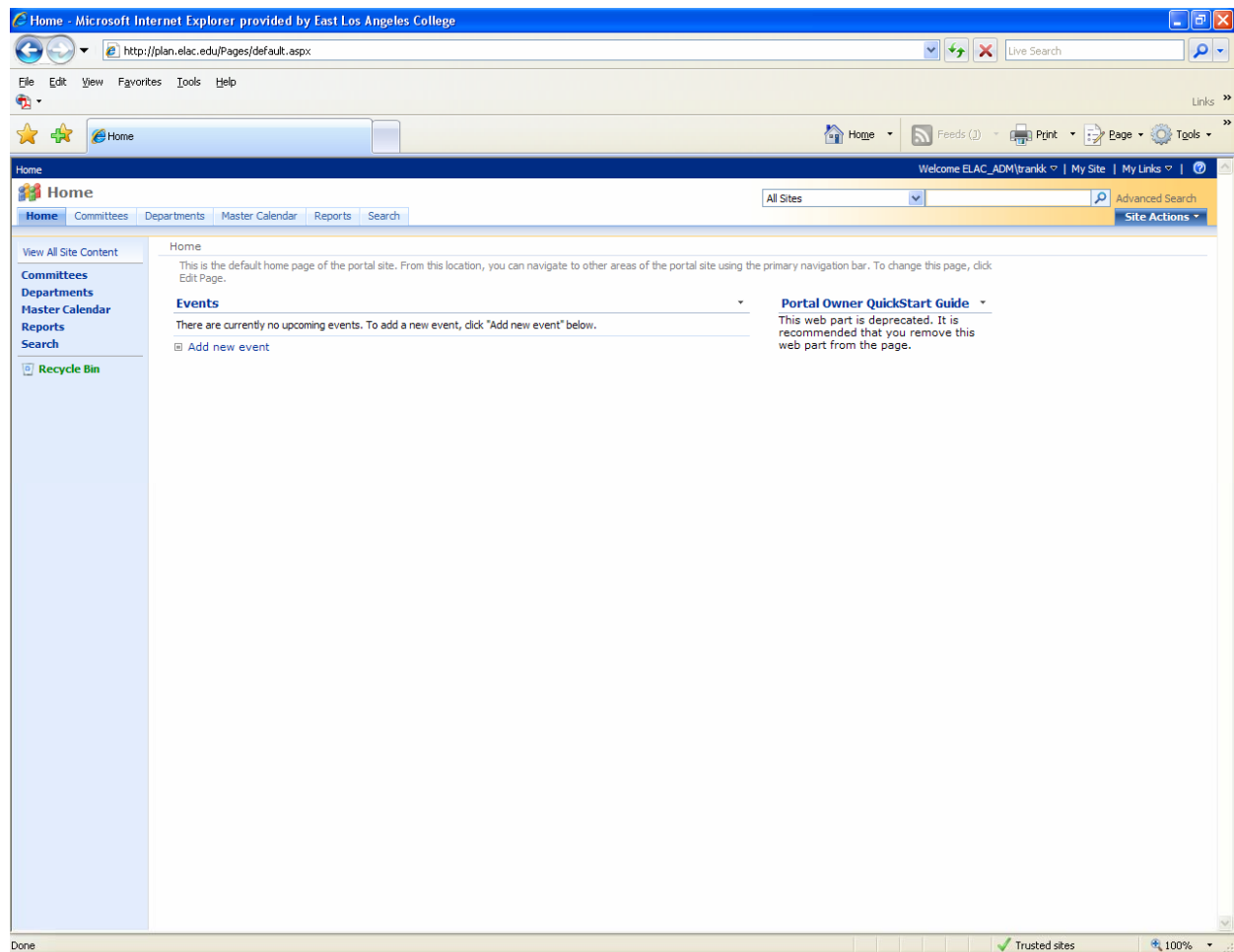
By Information Technology
August 10, 2007
Version 1.1

East Los Angeles College Administrative Portal Site <http://plan.elac.edu>

East Los Angeles College administrative portal site is use for master calendaring, committees' collaboration, threaded discussions, and dissemination of information to the greater campus and external community. The portal hosts an array of document libraries and calendars that assist the college to keep all constituencies well informed.

For assistance or recommendations contact InfoTech at 323.265.8700 or ithelpdesk@elac.edu.

Browser: We recommend using Internet Explorer 6.0 or higher.



Login at home

If you trying to access the <http://plan.elac.edu> website from home, it will prompt you to log in with your Administrative account. (Figure 1.0) This is the same account you use to log into your office computer station. This is not the ACE account. **Note:** You will have to enter your username in the following format:

Username: elac_adm\"username\"

Password: Your Administrative Password

Figure 1.0



Login at Work

Once you log into your computer at work, and go to the <http://plan.elac.edu> website, the portal will recognize you and automatically log you in.

Once you are logged in, your username will be displayed at the top right corner. (Figure 1.1)

Figure 1.1

