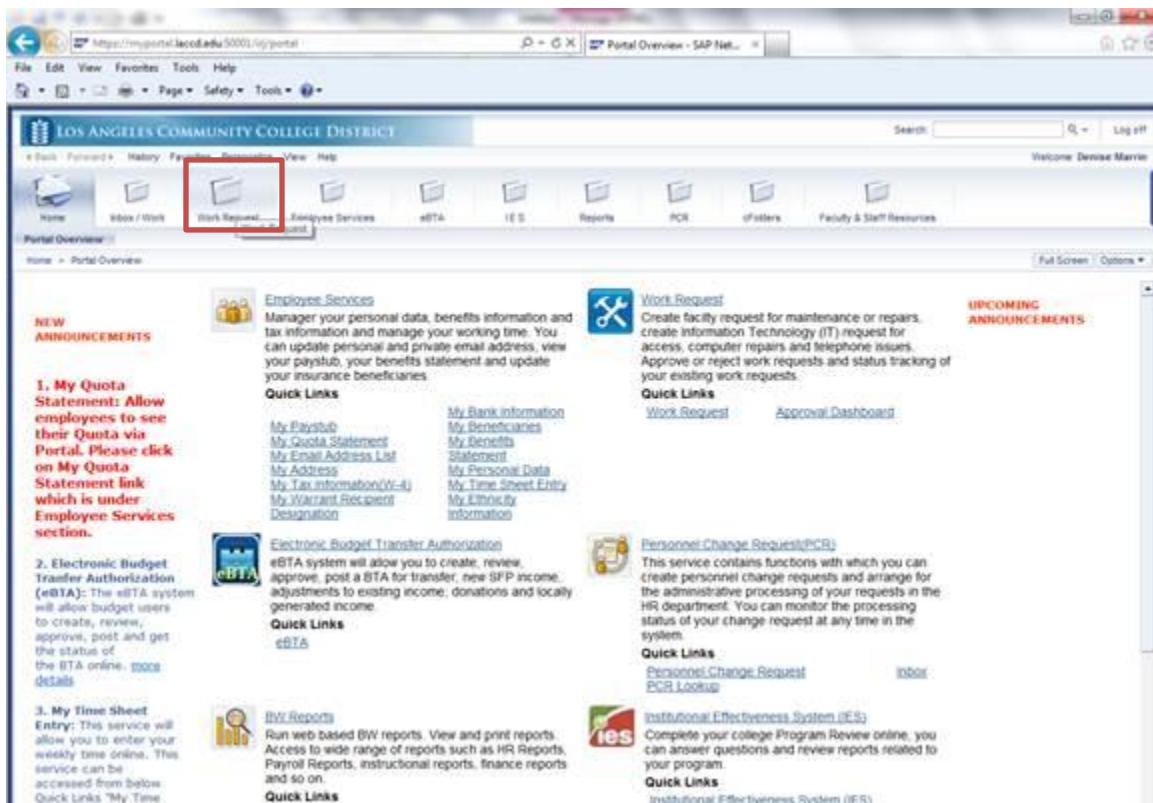


Step 1: To place work orders, go to

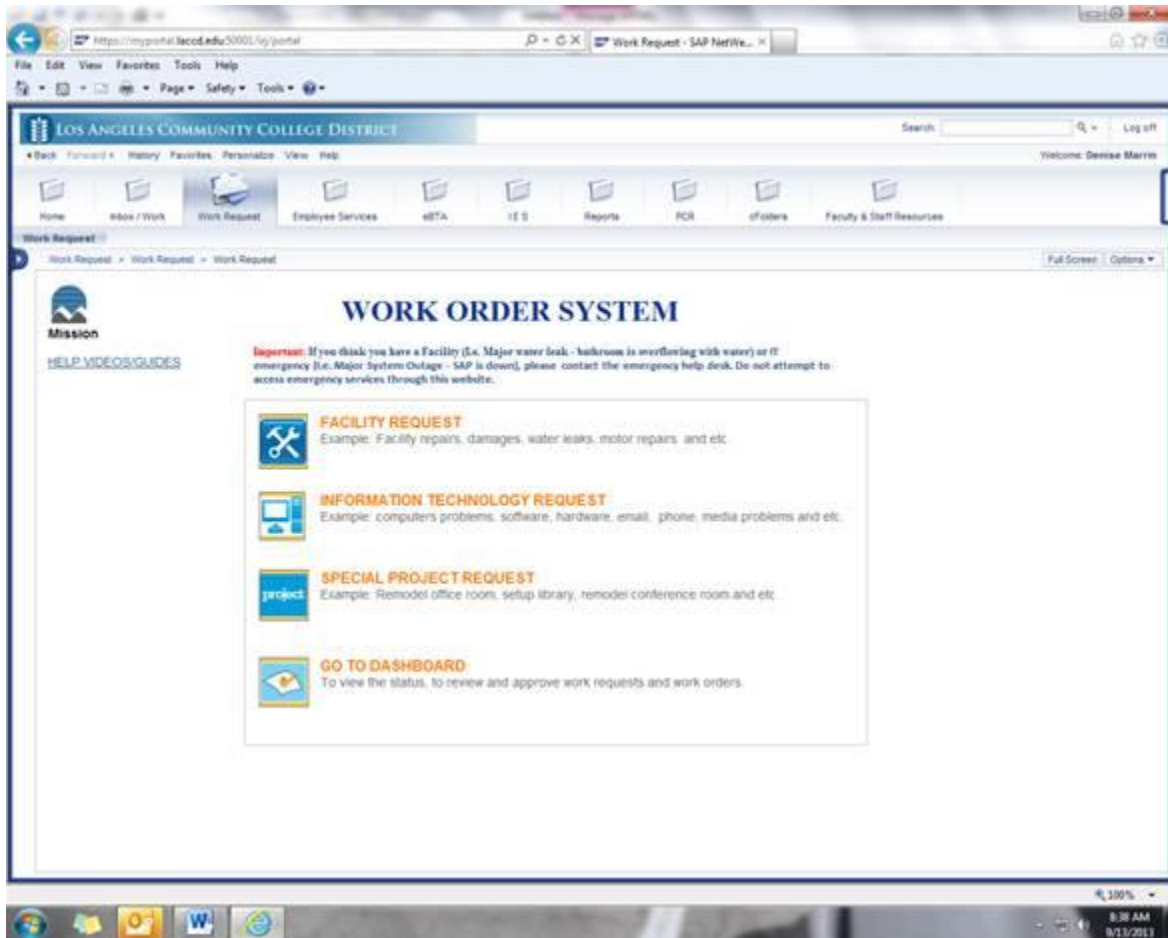
<https://myportal.laccd.edu:50001/iri/portal>



Step 2: Click on Work Request tab.



Step 3: Choose Facility Request or Information Technology Request and follow the directions. On the left side of the screen, help videos and guides are available, including a video on how to create a work request if needed.



If you need assistance or do not see the Work Request tab, call Facilities.

Thank you,

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