

PCAB Update

Administrative Services



PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR SDCCD EMPLOYEES

**SAN DIEGO**
Community College District

**ETi**
Employee
Training
Institute
San Diego College of Continuing Education Foundation

**MICROSOFT APPLICATIONS**
Professional Development for SDCCD Employees
HyFlex: Attend in-person or online*
*In-person participants must bring their own laptop

Fridays, 2/28/25 - 5/2/25
9:00am-12:00pm
SDCCE North City Campus (Room 212)* **OR** Online

Weekly Topics:

- 2/28: SharePoint Foundations
- 3/07: Teams and OneDrive: Collaboration and Productivity
- 3/14: Teams Meetings and Video Conferencing
- 4/11: Microsoft Word Essentials
- 4/18: Outlook and Office 365 Essentials
- 4/25: Excel and Power Platform: Collaborative Data Management
- 5/02: Optimizing Communication: Teams Calls and Phone

Complete all 7 classes and receive a certificate of completion

Reserve your spot today!

REGISTER

Class Descriptions Listed on the Following Pages



Scan Me

*North City Campus Location: 8355 Aero Dr, San Diego, CA 92123

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FOUNDATION

1



QUICK GUIDE - CHECKING SPEED DIAL TO SDCCD DISPATCH

To ensure quick access to SDCCD Dispatch, please take a moment to check your phone for the pre-set speed dial option. (Scan QR code for directions)

Having this option readily available can save critical time in an emergency.



Our ITS technicians are available to help if you require additional assistance. Please submit a Service Desk request at help.sdccd.edu, and a technician will assist you.

KEY REQUESTS

Key Request Form

First*			Last*		
Phone*			Email*		
Category*	Select Category ▼				
Group	Select Group ▼				
Department	Select Dept ▼				
Employee Id*			Classification	Administration ▼	
			Last 4 Digits of Social* ?		
Supervisor/Manager*	_Select Manager/Supervisor ▼		Supervisor/Manager Email	n/a	

KEY REQUEST

APPROVAL PROCESS

- SUBMIT REQUEST
 - MANAGER APPROVAL
 - OPERATIONS APPROVAL
 - COLLEGE POLICE FORWARD REQUEST TO DISPATCH
 - DISPATCH CREATES/ENTERS ALARM CODE INTO PANEL

PLEASE NOTE THAT FROM THE TIME THAT OPERATIONS APPROVES YOUR REQUEST, IT TAKES A MINIMUM OF THREE WEEKS FOR COLLEGE POLICE TO ISSUE A KEY/ALARM CODE.

EVENT & RESERVATION REQUESTS

WELCOME TO THE

EVENTS & RESERVATIONS PORTAL

This will guide you through submitting your event request.



Create Event

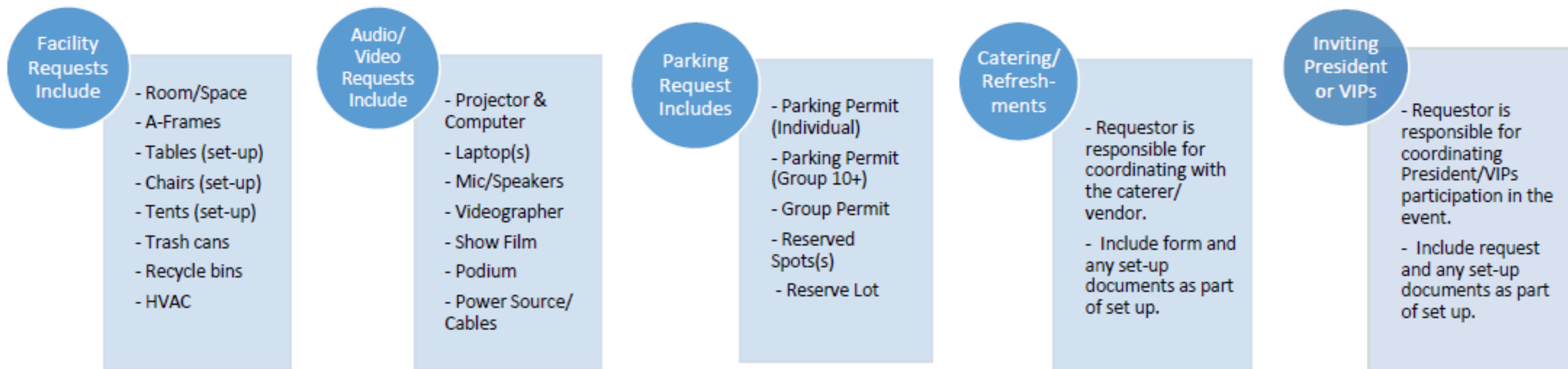
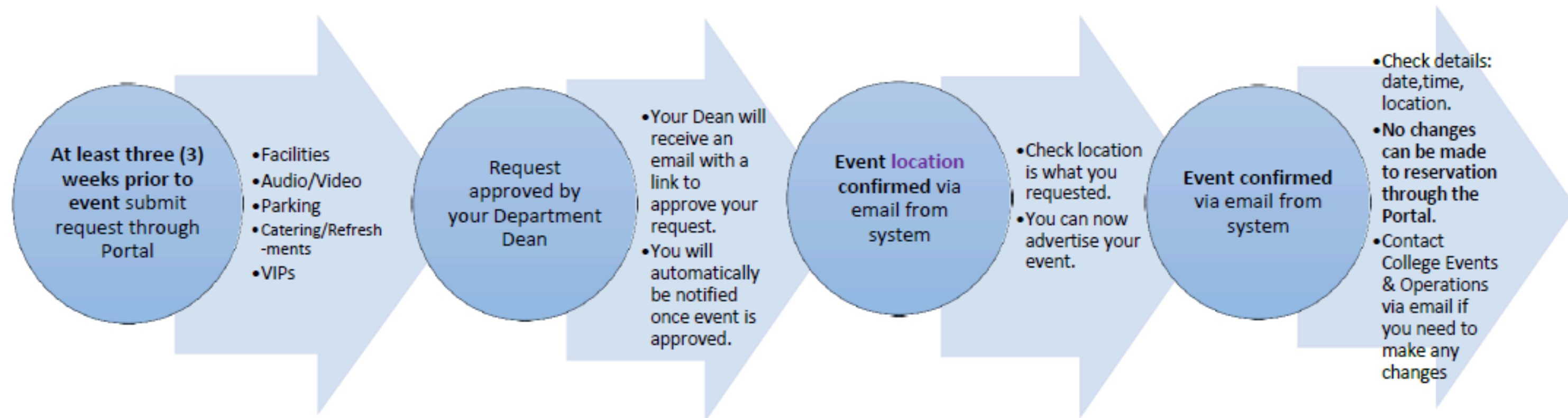
ALL EVENT AND RESERVATIONS MUST BE ENTERED INTO THE PORTAL AT LEAST THREE WEEKS IN ADVANCE.

EVENTS ARE DEFINED AS ANY COLLEGE ACTIVITY THAT IS NOT A SCHEDULED CLASS AND REQUIRES COLLEGE RESOURCES , INCLUDING SPACE.

THE FOLLOWING SLIDE INCLUDES A GUIDE FOR SUBMITTING REQUESTS THROUGH THE PORTAL. MORE INFORMATION CAN BE FOUND [HERE](#), IN THE FAQs.

[CREATE REQUEST](#)

EVENT & RESERVATION REQUESTS



EVENT & RESERVATION REQUESTS



CASPIO WILL BE UPGRADING THEIR SYSTEMS THIS WEEK, AND THE EVENTS PORTAL *MAY* BE INTERMITTENTLY UNAVAILABLE BETWEEN 6:00 A.M. AND 1:00 P.M. ON THE FOLLOWING DAYS:

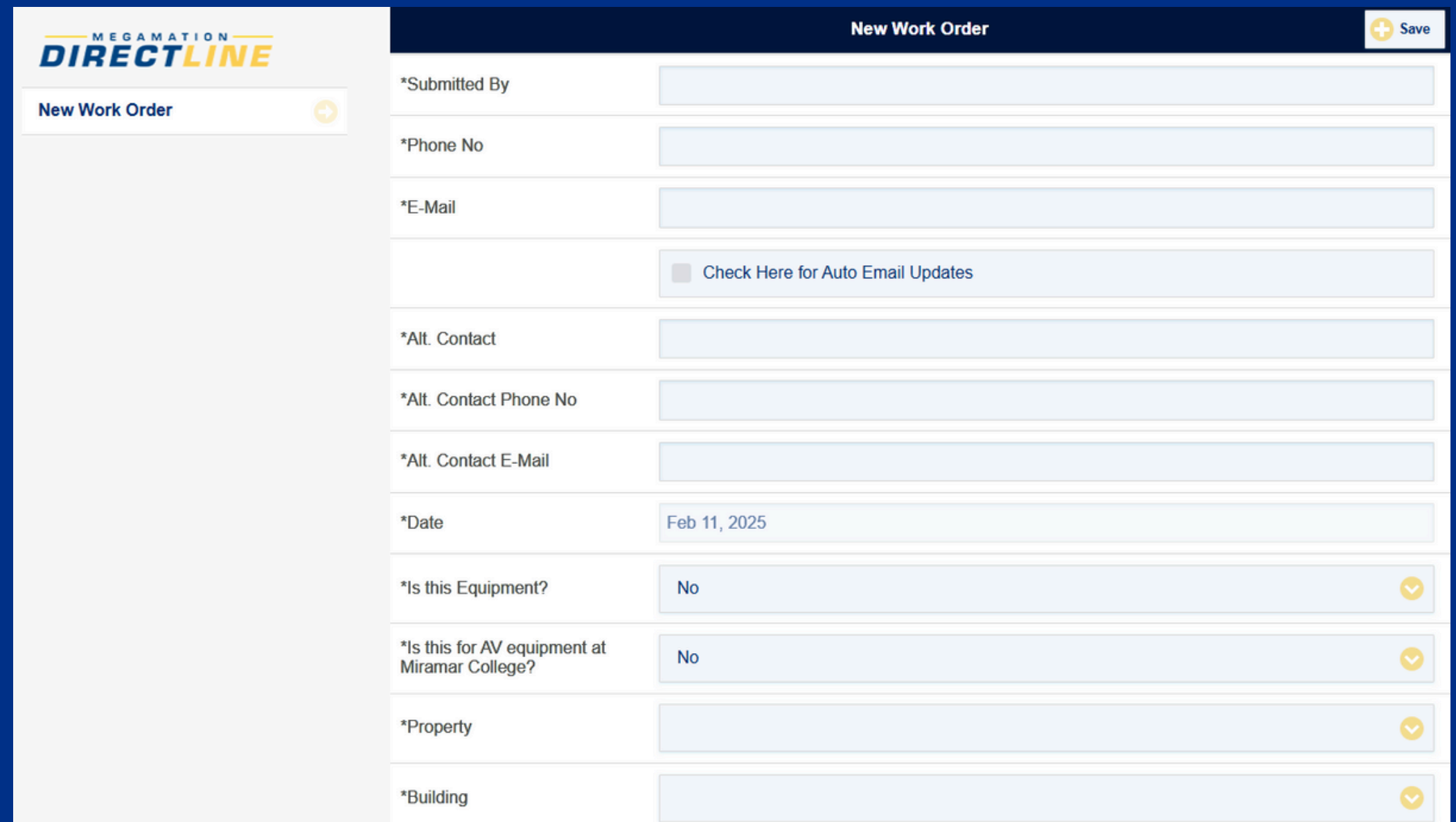
- THURSDAY, FEBRUARY 20
- FRIDAY, FEBRUARY 21

FACILITIES MAINTENANCE REQUESTS

FACILITIES SERVICES CAN ASSIST WITH REQUESTS, SUCH AS THOSE LISTED BELOW:

- HVAC
- Leaks
- Restrooms and related supplies
- Landscaping
- Minor Repairs
- Insects or Pests
- Lighting Issues

A WORK ORDER CAN BE COMPLETED [HERE](#), OR THEY CAN BE CONTACTED AT 619-388-2814



The image shows a screenshot of a web form titled "New Work Order" from Megamotion DirectLine. The form is displayed on a light gray background with a dark blue header bar. The header bar contains the "Megamotion DIRECTLINE" logo on the left and a "New Work Order" title with a "Save" button on the right. The form itself is a white box with a light gray border. It contains several input fields for user information: "Submitted By", "Phone No", "E-Mail", "Alt. Contact", "Alt. Contact Phone No", and "Alt. Contact E-Mail". There is a checkbox labeled "Check Here for Auto Email Updates". The "Date" field is pre-filled with "Feb 11, 2025". There are three dropdown menus: "Is this Equipment?" (set to "No"), "Is this for AV equipment at Miramar College?" (set to "No"), and "Property". The "Building" field is also a dropdown menu. A "Save" button is located at the bottom right of the form.

New Work Order	
*Submitted By	<input type="text"/>
*Phone No	<input type="text"/>
*E-Mail	<input type="text"/>
	<input type="checkbox"/> Check Here for Auto Email Updates
*Alt. Contact	<input type="text"/>
*Alt. Contact Phone No	<input type="text"/>
*Alt. Contact E-Mail	<input type="text"/>
*Date	Feb 11, 2025
*Is this Equipment?	No
*Is this for AV equipment at Miramar College?	No
*Property	
*Building	

PARKING PERMITS

PARKING PERMITS CAN BE REQUESTED VIA THE EVENTS PORTAL, AND MUST BE ENTERED AT LEAST THREE WEEKS IN ADVANCE. IF YOUR REQUEST IS FOR PARKING ONLY, AND NO SPACE OR RESOURCES ARE NEEDED, PLEASE INCLUDE “PARKING ONLY” IN THE EVENT TITLE.

IF YOUR NEED IS WITHIN THREE WEEKS, PLEASE CONTACT THE COLLEGE POLICE OFFICE ON CAMPUS AT 619-388-2749, AND THEY CAN PREPARE A PERMIT FOR YOU OR YOUR GUEST(S) TO PICK UP.