



**LAUSD Administrative Headquarters
Visitor Management System – Symmetry Guest
Web Access Enrollment Form**

LAUSD offers a variety of information online through the Visitor Management System web access. Some of the information available includes visitor names, times, places, LAUSD host information, and security clearance and access to the building. If you enroll as a Visitor Management System Administrator, you will receive a user name and password for logging into the Visitor Management System (VMS). Please select and enter your username and password below.

Employee Name: _____

Floor/Cube/Office: _____ **Employee #** _____

Phone #: _____ **Email Address:** _____

Division / Branch / Unit Names: _____

Dept. Supervisor Name: _____

Disclaimer and Privacy Statement:

This privacy statement is created in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this web site. It is subject to monitoring and recording at all times. Anyone using this system consents to such monitoring and recording. Unauthorized, unapproved, or inappropriate use of this system, or any other electronic communication media via this system, can result in criminal or civil prosecution or disciplinary action. For site security purposes and to ensure that this service remains available to all users, this computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. You agree that you will not use any device, software or routine to interfere or attempt to interfere with the proper working of our site. You agree that you will not take any action that imposes an unreasonable or disproportionately large load on our infrastructure. The information on our site is updated on a real time basis and is proprietary. You agree that you will not copy, reproduce, alter, modify, create derivative works, or publicly display any content from this website without the prior expressed written permission of LAUSD. Our telephone number is 213-241-1320. This information is subject to change without notice.

Employee Signature: x _____

Department Authorized Signor Name: _____

Department Authorized Signature: x _____

Date: _____