



Los Angeles Unified School District Headquarters
Office of the Building
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/Cubicle/Office: _____ **Employee #:** _____

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

Division / Branch / Unit Names: _____

Dept. Supervisor Name: _____

Disclaimer and Privacy Statement:

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Employee Signature: x _____

Department Authorized Signer Name: _____

Department Authorized Signature: x _____ **Date:** _____