

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		E-5
How Do I Find LACC Employee Telephone Extension, E-mail Address or Office Location from the LACC Website?		

A. Brief Description

These procedures are established to assist any LACC employee in finding another LACC employee's work telephone extension, e-mail address, department or Office Location from the LACC website.

B. How To

1. Any LACC employee's desk phone can be reached from an external phone away from the College network by dialing the telephone number 323-953-4000 plus the employee four digit extension.
2. Any LACC employee's desk phone can be reached by dialing the employee's four digit extension from any phone within the College telephone network.
3. To locate any employee's four digit extension, go to the College website at **www.lacitycollege.edu**.
4. Next click on the link **For Faculty & Staff**
5. Next click on the link **Employee Directory**
6. Go to the **search box**
7. Type in the employee's **First Name or Last Name or Four Digit Telephone Extension**.
8. Below the Search box select one of the descriptions corresponding to the selection made in line #7. (**First Name, Last Name or Four Digit Telephone Extension**).
9. Next click on the **Submit** button.
10. The system will generate the **Full Name, Department, Extension, Location and E-mail Address** of the employee that is being looked-up or searched for.
11. If the Employee information does not appear, the employee information is either not listed within the College database system or the information typed in the search box is incorrect.
12. If preferred, click on the **Show All** button and a list of all employees and related information within the College database will appear as follows: **Full Name, Department, Extension, Location and E-mail Address**.