

Los Angeles City College Administrative Services 'How To' Book	Information Technology Department	IV H-9
How Do I Know Who to Direct my Queries to Regarding Information Technology Concerns and Policies?		

A. How Do I Know

How Do I know who to direct my queries to regarding Information technology concerns?

1. All queries regarding Information Technology concerns and policies, as well as issues that have not been specifically covered should be directed to the employee's immediate supervisor. The immediate supervisor is responsible for relaying all queries and concerns to the Information Technology Department and the administrator who has responsibility for the department.