

Appendix A, Contacts

CIRS

Hotline	technical support for CIRS users	916-323-5694 or cirs@calstate.edu
Training	classes for beginner or intermediate CIRS users	916-324-7286
Website	online resource for system updates, reporting techniques, training schedule, system information and reference materials	www.calstate.edu /hrpims
Data Element Dictionary	online resource containing all the master file descriptions, fieldname, tables and additional data necessary to use the ad hoc reporting capabilities	www.calstate.edu /hrpims/ded

Chancellor's Office

Human Resources	HR administration policies and procedures	562-951-4411 or www.calstate.edu/hr
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Information Builders

www.IBI.com	to obtain a copy of the FOCUS Users Manual or request training from the software vendor	(800) 969-INFO
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State Controller's Office

Information Security Office	to reset passwords, restore revoked userids and assist with security token problems	916-322-8094
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Department Of Technology Services

Help Desk	to halt printing, line and equipment problems, to install additional hardware	916-464-4311
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