

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	December 2009
<b>Policy 5.5.3</b>	<b>Service Requests</b>	Responsibility:	Vice President and Chief Information Officer

## SERVICE REQUESTS

### Procedures

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Requests for services should be made on a [Remedy Service Request Form](#) for computer related issues, and on the [Telecommunications Service Request Form](#) for communications device issues. The Information Management Client Support Services (IMCSS) Desk is responsible for assisting users in completing the request or directing the request to the appropriate area for resolution.

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