

CIRA O365 Email Account Approval & User Agreement

As a condition of receiving access to the email service provided by the County Information Resources Agency (CIRA), I understand and agree that:

1. I must comply with CIRA's email terms and conditions as posted on CIRA's website: <https://www.cira.state.tx.us/>;
2. The email terms and conditions may be revised by CIRA from time to time and the current version of the applicable terms and conditions is the version to be posted on the CIRA website;
3. I may periodically be required, before I am allowed to log into my email account, to confirm my agreement to abide by CIRA's terms and conditions;
4. My failure to confirm my agreement to abide by CIRA's email terms and conditions may result in CIRA's refusal to allow me access to my email account;
5. I will keep my password secure and not disclose it to any other person for any reason except those in Information Technology and CIRA troubleshooting department that are aiding in troubleshooting issues that occur with account.
6. If I believe that the security of my password has been compromised, I will immediately change it to prevent unauthorized access to my email account, and
7. If I lose or cannot remember my password, I will immediately contact CIRA or County IT to request that my password be reset.

SIGNED the ____ day of _____ 20__

Approval process (Note: Every email account is at minimum \$4.90/month)

USER:

Signature	Printed Name	Title
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DIRECT SUPERVISOR: (If supervisor is Dept. Head skip this section)

Approved Not Approved

Signature	Printed Name	Title
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DEPARTMENT HEAD/ELECTED OFFICIAL: (Must have Department Head or Elected Officials signature)

Approved Not Approved

Signature	Printed Name	Title
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Requested email name: (eg: {firstname}.{lastname} or {departmentname})

[Click here to enter text.](#) (or write in below) @co.polk.tx.us

For IT Purposes Only: Date Completed _____

Tech

Initials: _____