



# POLK COUNTY INFORMATION TECHNOLOGY

## EMAIL SERVICE APPLICATION FORM

Please complete all of the required fields below to request the creation of a secure email account for county personnel. By submitting this form, you authorize the IT department to purchase licensing if you do not already have licenses available for assignment. Furthermore, you authorize the IT department to assign already-purchased licenses that have not yet been assigned.

### Email Conditions & Terms:

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; 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; 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;

### Password:

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. 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 If I lose or cannot remember my password, I will immediately contact CIRA or County IT to request that my password be reset.

\*Please be reminded that only full-time employees are eligible to receive county email accounts.

First Name:

Last Name:

Title:

Department:

Email address to send login details:

Phone:

Is this mailbox for an elected county official?

Yes      No

County Email Address Will be (Firstname.Lastname):

co.polk.tx.us

polkcountyso.net

polkcountyda.com

End User Approval Signature:

Printed Name of Department Head / Elected official:

Signature of Department Head / Elected official:

**For IT Purposes Only:**

One time use password:

MFA Enabled

Date completed:

Initials: