



## TEXAS ASSOCIATION *of* COUNTIES COUNTY INFORMATION RESOURCES AGENCY

### County Email Administrator Authorization Form

Per the CIRA Services Agreement, CIRA email members must designate three individuals who will authorize the fulfillment of email-related requests submitted to CIRA by member county. At the member's discretion, it may grant additional administrative access to county staff members to manage the member's security settings and/or email accounts within the email control panel. Please ensure all email administrators review and understand Section 2.6 Responsibilities of Email Administrator within the CIRA Services Agreement. Complete this form to request the addition of a new email administrator, including selecting the appropriate level of access below.

#### Administrator Contact Information:

County:

Employee Name:

Employee Title or Position:

Email Address:

Phone Number:

#### Administrative Access:

- Level 1 – Responsible for authorizing TAC CIRA to fulfill member county's email related requests.
- Level 2 – Includes Level 1 access, in addition to access to manage county email accounts within the email control panel (E.g., add and delete mailboxes, reset passwords.)
- Level 3 – Use discretion when granting. Includes Level 2 access, in addition to global administrator access within the email control panel. Global administrator privileges allow the individual to make significant changes to service, including all security settings. Two factor authentication must be enabled for users with this privilege level. It is suggested that this privilege level is reserved for IT professionals, as **significant negative impacts are possible** with unintended changes.

Signature:

Date:

Special Requests/Notes:

Please send the completed form to [support@county.org](mailto:support@county.org).