



County of Marin
Employee Electronic Media Agreement and Application Form
 Human Resources Department
 PMR 23 – Electronic Media

Purpose: As a new employee, you are required to complete this form which serves two purposes: (1) it documents your written consent to abide by the County’s rules for the use of e-mail, Internet, and other computer-related resources, globally defined as “electronic media” and (2) it provides the necessary information for Information Services and Technology (IST), or your department’s authorized technical staff, to set up your login account, e-mail account, Internet access, and the appropriate County network access.

Instructions: Department supervisors or managers will provide a copy of Personnel Management Regulation (PMR) 23 - Electronic Media and this form to new employees on, and preferably before, their first day of employment. The completed and signed form (Parts 1 and 2) should be promptly provided to IST Customer Services or your department’s authorized technical staff. Technical staff will use the information provided to set up the employee’s login account, e-mail account, Internet access, and County network access. Upon completion of this step, technical staff will sign and date the form (Part 3) and forward it to the Human Resources Department, where the original form will be placed in the employee’s personnel file (Part 4).

Part 1: New Account Setup Information *(Supervisor or new employee to complete.)*

Employee’s last name: _____ First name: _____ MI: _____

Dept.: _____ Building/room no.: _____ Phone: _____

Supervisor’s name: _____ Phone: _____

Starting date: _____ User name (first initial last name): _____

Existing computer?: Yes No If no, what type is needed: Desktop Notebook

Login account?: Yes No E-mail account? Yes No Internet access?: Yes No

Personal drive?: Yes No Any department Outlook calendars: _____

Logon script¹: _____

Network file access¹: Full permissions?: Yes No Read only?: Yes No R/W?: Yes No

Other network drives, group permissions, or file access needs¹: _____

System needs¹: FAS/TAPIS MARS CJIS

Other _____

Note 1: If you wish the new employee’s account information to duplicate that of another employee, please indicate the other employee’s name in the appropriate space(s) provided above, i.e., next to “Logon Script”, “Network File Access”, “Other Network Drives...”, or “System Needs.” This may be appropriate when you want the new employee to do another employee’s job.

Part 2: Electronic Media Agreement (New employee, supervisor & department head to complete and send to IST or authorized technical staff.)

I have read, understood and will abide by the requirements set forth in Personnel Management Regulation (PMR) 23 – Electronic Media. I agree to abide by any additional policies and procedures established by Information Services and Technology (IST) or my department, which are deemed necessary for maintaining the security and integrity of the County's network system and supporting infrastructure. Should I commit any violation of these requirements, my access privileges may be revoked and disciplinary or legal action may be taken.

Employee's signature Date

Supervisor's signature Date

Department head signature Date

Part 3: Technical Staff (IST or authorized technical staff to complete and send to Human Resources)

I have set up the new employee's account per the information in Part 1, acknowledge the employee's signature and agreement to abide by the requirements set forth above, and will forward this form to Human Resources.

Technical staff signature (& department) Date

Notes:

Part 4: Human Resources (Human Resources will file this completed form in the employee's official personnel file)