



## **Tompkins County Information Technology Services**

128 East Buffalo Street, 1<sup>st</sup> Floor, Ithaca, NY 14850

Ph (607) 274-5417 • Fax (607) 274-5420

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### **Request for Authorization to Receive Tompkins County E-Mail from a Remote Location**

**Employee Name:**

**Department:**

**Employee Phone Number:**

**Terms and Conditions:**

1. Upon completion of this form the employee will receive a password, account information, and general instructions to remotely access the respective e-mail account hosted by Tompkins County Information Technology Services Department (ITS).
2. ITS will not be responsible for providing additional technical support to employees requesting remote access to Tompkins County email accounts beyond the written instructions.
3. The employee is responsible for maintaining the confidentiality of the password and account access. The employee is fully responsible for all activities that occur under the use of the account from a remote location and agrees to immediately notify ITS of any unauthorized use of your password or account, or any other breach of security.
4. Under no circumstances will ITS be liable in any way for the loss of any email messages, or email content and attachments resulting from the external access to Tompkins County email accounts.
5. Under no circumstances will ITS be liable for any damage to personal computer equipment as a result of the external access to Tompkins County email account.
6. The employee agrees that remote access to a Tompkins County email account is provided to support legitimate County government functions as defined in Tompkins County Policy O1-18
7. ITS reserves the right to eliminate remote email access service.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I hereby authorize the above referenced employee to access to his or her Tompkins County E-Mail Account from a remote location:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

**Please complete and submit one (1) copy to Tompkins County Information  
Technology Services.**

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