

# Houston County Email Account Request Form

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone \_\_\_\_\_

Type of Request:  Add a new user  Modify existing user\*  Delete a user \*

\*Modify & Delete Request Only, Login Username: \_\_\_\_\_

Department: \_\_\_\_\_

## Houston County Email Usage Guidelines

- Your Account ID consists of a username and a password. To protect your account, do not reveal your password to others and do not let others use your account.
- If you forget your password, please contact the Information Technology Department. They can reset your password for you.
- Do not use Houston County email accounts to transmit unsolicited information.
- Do not use Houston County email accounts for criminal or unlawful purpose.

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

### Information Technology Department Use Only

User Name: \_\_\_\_\_

Completed by : \_\_\_\_\_

Password: \_\_\_\_\_

Date: \_\_\_\_\_