



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Computer Account Request Form for County Feedlot Program

Information Systems Office

Doc Type: User IDS/Profiles/Authorizations/Passwords

Instructions:

- County Feedlot Officers and additional primary users (one form per person)** complete the "Authorized Associate" portions of this request form. Mail signed form to Steven Schmidt, Minnesota Pollution Control Agency (MCPA) at 18 Wood Lake Drive SE, Rochester, MN 55904.
- MPCA Section Manager** completes the request form and returns original to Denise Charpentier, Information Systems Office (ISO), keeping a copy for their records.

ISO Use Only	
Account name:	
Assigned by:	
Date:	
Termination date:	

I, Randall G. Hukriede, Manager Southwest Region, Watershed Division Feedlot Section, would like to request that a computer account be activated for:

Print name: _____ County name: _____

(hereinafter to be identified as Authorized Associate)

E-mail address: _____ Telephone number: _____

ISO Accommodations Needed

Access to: ☒ Unless specifically requested access will be equivalent to a new MPCA employee.

Applications: ☒ Other (specify): DELTA Feedlot

Remote access needed: ☒ Citrix Account/MPCA RSA Token (**See reverse side**)

Activation date: November 15, 2010 Termination date: TBD by Feedlot Program Staff

(All Authorized Accounts expire one year from activation date, unless otherwise specified.)

All Parties Must Read Before Signing

- I understand that ISO only creates the *computer accounts*, and that, in order to gain access to particular Information Systems (DELTA, TALES, e-mail) for this Authorized Associate, it may be necessary for me to contact the department Database Champion) to which authority has been given over said Information System.
- I further understand that, after a new account has been assigned to the Authorized Associate account name and the initial password will be distributed at MPCA held trainings.
- County staff is responsible to ensure that ISO Help Desk is notified when the user for whom this account is created leaves their company/agency or no longer requires access to the MPCA network.

Computer Account Use Requirements

- Computer accounts are created for individual users. Each user must use only those computer accounts that have been created for his/her use. The negligence of an account owner in revealing an account name and password is not considered authorization for use.
- Account owners are responsible for all use of their accounts. Account owners must make appropriate use of the system protection features (such as regularly changing passwords and maintaining confidentiality of passwords) and must take precautions against others obtaining access to their computer resources.
- MPCA Information Systems and System Resources are intended only for use in conducting MPCA business. Usage not related to MPCA business is *strictly* prohibited. Use of assigned accounts is limited to the assigned user and to those computer processes, data, systems, and resources expressly made available through the account.
- Account owners are responsible for compliance with all Agency/State computer use policies and procedures.

As an Authorized Associate owner, I agree to abide by the above requirements, which I have read and fully understand. By my signature below, I also acknowledge that I have read this form and understand the process by which I will receive my account.

Authorized Associate (required)

Print name: _____

Signature: _____

Date: _____

MPCA Section Manager (required)

Print name: Randall G. Hukriede

Signature: _____

Date: _____

Authorized Associate (i.e., County staff) responsible for notifying the MPCA of any changes to the account (i.e., termination date):

Print name: _____

Phone: _____

Token Acquisition

For computer connectivity from outside of the agency.

Important: Users must attend MPCA training prior to the distribution of the assigned token.

ISO Use Only	
Account name:	
Assigned by:	
Date:	
Termination date:	

Authorized Associate account name (Completed by ISO): _____

Assigned Token (completed by ISO)

Token #: _____ Token **expiration date:** _____

Date agency connectivity (Citrix) access to end: _____ Extended date: _____

Authorized Associate (required)

Print name: _____

Signature: _____

Date: _____

MPCA Section Manager (required)

Print name: Randall G. Hukriede

Signature: _____

Date: _____

Token Usage Guidelines

Business use restrictions. Equipment and software furnished by state agencies remains the property of the state and are subject to the same business use restrictions as in-office property. For example, state-owned software shall not be duplicated. State-owned software shall not be installed on employee-owned equipment unless authorized by ISO. Employee-owned software shall not be installed on state-owned equipment.

Notice to ISO and supervisor. For security purposes users are responsible for **promptly** notifying ISO (Help Desk 651-757-2200) and their supervisor of lost or stolen equipment (i.e., token). Also, notify ISO of any equipment malfunction or failure of either state-owned or employee-owned equipment. If the malfunction prevents the user from performing assigned tasks, the user must notify the user's supervisor immediately.

Return of equipment. The equipment must be returned in good physical condition, and proper operating condition, other than instances when the equipment experiences normal malfunction.

- I agree to return the token on the scheduled date or make arrangements with the Help Desk to reschedule the return date.
- To extend the time of the token with Remote Access, a 24-hour notice must be given to the Help Desk. The token is programmed to be terminated on the **scheduled date of return**; if no extension is requested the token account expires.

Personal use prohibited. Equipment, software, data, supplies, and furniture provided by the State for use at the user's home work location are for the purposes of conducting state business and may not be used for personal purposes by the employee or non employees of the state.

Policy compliance. Users are responsible for reading, understanding, and following all applicable agency and state policies related to the use of state-owned electronic equipment and technology. Violations of policy may subject the user to disciplinary action up to and including discharge.

Violation of the above practices may result in refusal of service and disciplinary action.