

## Rankin County External AS400 Access Request

Rankin County external access to the AS400 is restricted to other governmental agencies, specifically law enforcement. Your request will be evaluated at the time of submission.

Agencies approved will have to purchase a software license that currently ranges from \$30-45.

To apply, please fill out this form and submit it to the following:

Rankin County IT Department  
Attn: AS400 Access Requests  
220 North Timber Street  
Brandon, MS 39042  
or email your application to: [support@rankincounty.org](mailto:support@rankincounty.org)

Information	All Fields are Required
Agency Name	
Technical Contact	
Technical Contact Email	
Technical Contact Phone	
Agency Dept Head Contact	
Agency Dept Head Phone	
Employee Name Accessing Data	
Employee Email	
External IP Address Obtain by IT Dept Head or <a href="http://whatsmyip.net/">http://whatsmyip.net/</a>	
Describe business use or how access of data will be used	

# Rankin County External AS400 Access Request

## **Use Agreement**

Instructions: Have Agency Department Head/Technical Contact and one Agency employee using the AS400 externally sign below/

By signing this agreement, you agree to notify Rankin County IT using the mailing information below or by calling them at 601.825.1642 of any staff changes that directly impact this access. Any staff removed from the agency for any reason, should have access terminated immediately. Rankin County IT, Board of Supervisors or its staff cannot be held liable for any unauthorized access by external agencies and leak of information due to this external access of agencies of the County's AS400. Additionally, all users agree that this access is limited to conducting official business for Rankin County only. Any use, authorized or not, constitutes express consent for authorized county personnel to monitor, intercept, record, read, copy access or capture such information for use or disclosure in any manner without additional prior notice. Users have no legitimate expectation of privacy during any use of Rankin County systems. Unauthorized use or attempted unauthorized use is not permitted and may constitute a federal or state crime. Users use or by unencrypted means in order to protect the data the County is responsible for safeguarding. Any inappropriate use may subject you to disciplinary and/or criminal action. Any information, including records that identify or tend to identify individuals served or proposed to be served by Rankin County, it's constituents, or otherwise, is confidential and can only be disclosed in accordance with applicable laws, HIPAA and NIST. Users are not permitted to share login information with anyone and are required to log out or lock their computers screens when not in use. It is the agency's responsibility to educate all users of this system of their roles and responsibilities in practicing good IT/Data security and privacy.

By signing below, you confirm that you have read, agree and understand this "Use Agreement" and confirm all information listed above will be followed.

Technical or Department Head print Name:

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Technical or Department Head signature:

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User that will be accessing Rankin County Data print name:

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User that will be accessing Rankin County Data signature:

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IT Director approval signature and date:

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