TEXAS ASSOCIATION *of* COUNTIES

Cybersecurity Course Enrollment Form for Counties

Texas Government Code § 2054.5191 requires all county employees, elected officials, and appointed officials who have access to a local government computer system or database and use a computer to perform at least 25 percent of their duties to complete an annual cybersecurity training that has been certified by the Texas Department of Information Resources (DIR).

In response to the cybersecurity training mandate and in furtherance of our continued commitment to our county family, TAC is offering a free cybersecurity course that has been certified by DIR and fulfills the requirements of the law.

Should your county choose to participate in TAC's cybersecurity training program, **please have your Commissioners Court approve your county's participation and complete the enclosed form and return it via email to SecurityTraining@county.org or fax to (512) 477-1324.** For more information about the underlying legislation and TAC's cybersecurity training course, please visit county.org/cybersecurity.

Your course administrator will receive an email notification when your county is enrolled. Counties are required to report their compliance with the mandate by August 31, 2023. Enrollment is available on a rolling basis through July 30, 2023.

Printed Name

_____

County Name

Tyler County

_____

Authorized Signature

_____

Date

March 13, 2023

_____

Course Administrator (Required)

Please indicate the individual who will serve as the primary point of contact with TAC staff for purposes of enrolling participating county officials and employees in the cybersecurity training course. The designated individual will be asked to provide a list of all participating county employees and elected officials' names, email addresses and positions held. The designated individual will also be asked to regularly add or remove users from access to the training program upon separation from county employment.

The course administrator will have access to reports reflecting the course completion status of all participating county employees and elected officials. If your county would like multiple administrators, please include their contact information on the following page.

Name of Administrator: _____

Email of Administrator: _____

Phone Number of Administrator: _____

Position/Office of Administrator: _____

County IT Administrator (Required)

Please indicate the individual responsible for IT administration for your county. Upon request, TAC will coordinate with your IT administrator to facilitate smooth deployment of the cybersecurity training program for your personnel and elected officials.

Name of IT Administrator: _____

Email of Registrant: _____

Phone Number of Registrant: _____

Additional Course Administrators (Optional)

Please indicate any additional county employees who will have access to regularly add/remove users from training according to employment changes within the county. Administrators will have access to reports reflecting the course completion status of all county employees.

Name of Administrator: Leann Monk

Email of Administrator: lmonk.cotreas@co.tyler.tx.us

Phone Number of Administrator: 409-283-3054

Position/Office of Administrator: Treasurer

Name of Administrator: Donald Calhoon

Email of Administrator: donaldcalhoon@co.tyler.tx.us

Phone Number of Administrator: 409-283-2172

Position/Office of Administrator: IT Support

Name of Administrator: _____

Email of Administrator: _____

Phone Number of Administrator: _____

Position/Office of Administrator: _____

Leann Monk
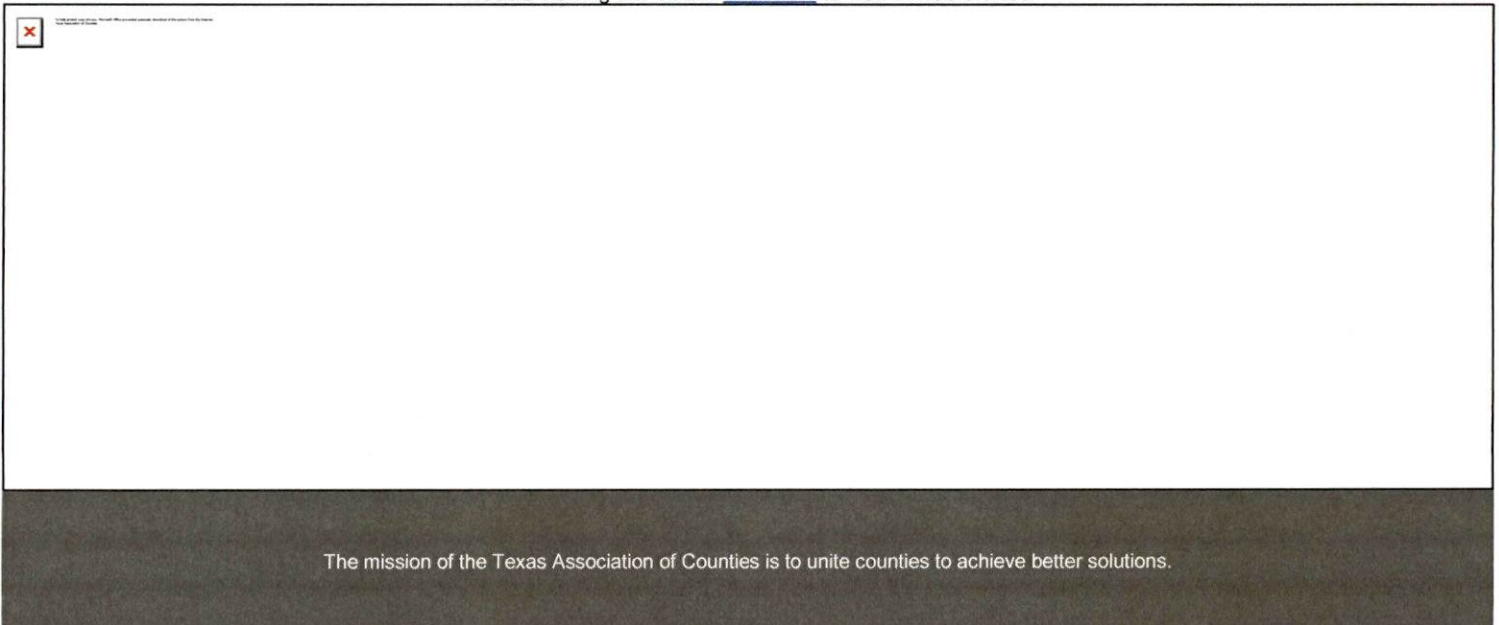
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The mission of the Texas Association of Counties is to unite counties to achieve better solutions.

February 22, 2023

2023 DIR-Certified Cybersecurity Course Available!

Register now for the Texas Association of Counties' free cybersecurity course, which fulfills the requirements of Texas Government Code § 2054.5191. The law requires all county employees, elected officials and appointed officials who have access to a local government computer system or database and use a computer to perform at least 25% of their duties to complete an annual cybersecurity training that has been certified by the Texas Department of Information Resources (DIR).

How to Enroll:

1. Have your commissioners court approve the enrollment of your county's employees.
2. Complete the enrollment form and submit it via email, DocuSign or fax to (512) 479-1807.
3. Fill in the user import template with your employees' information and submit it via email so all required employees can be added to the training.
   Note: If the template does not automatically open, check the bottom-left of your screen or the Downloads folder within your file explorer.

1

Registration for TAC's course will remain open to counties until July 31, 2023, and the course will remain active for enrolled counties throughout the year. TAC encourages counties to enroll their entire staffs using TAC's user import template for the most efficient enrollment and training implementation.

What's new for this cycle of training?

- Using the enrollment form, counties may designate staff members who should be given elevated permissions on the training platform, allowing them to add and remove users, view completion reports, and provide login assistance to users through password resets and the resending of login emails.
- Counties that complete enrollment by July 31 will have the ability to continue adding and removing county staff members to the training course up until enrollment opens for the 2023-2024 cycle of training.

Counties must report the completion of a certified cybersecurity course by all affected county personnel to DIR by Aug. 31, 2023, to remain in compliance with the law. Effective May 18, 2021, House Bill 1118 introduced a requirement that counties submit certification of compliance with the cybersecurity training requirement along with their application for certain grants.

Visit county.org/cybersecurity for more information, or contact TAC's Cybersecurity Training Support Team by email or by phone at (800) 456-5974.