



**HOUSTON MUNICIPAL COURTS DEPARTMENT  
SYSTEMS SUPPORT DIVISION  
SYSTEM SECURITY REQUEST FORM**

**NON COH Municipal Courts Department CSMART Access**

Permanent Effective (Date)

Temporary Remove access after (Date)

<b>User Information</b>	
<b>Name:</b>	<b>Date Requested:</b>
<b>License/Bar No.</b>	<b>Work Phone:</b>
<b>Cell Phone:</b>	<b>Job Function:</b>
<b>Organization:</b>	<b>Email:</b>

<b>User Acknowledgement – Please Read– User must change password</b>	
<p><b>I understand and agree to maintain the trust placed in me by the City to protect this ID and the access it allows. I specifically agree that:</b></p> <ul style="list-style-type: none"> <li>The log-in ID will not be shared by or disclosed to anyone.</li> <li><b>I will report to the HITS to have my password changed when I suspect that it is compromised.</b></li> <li>Use of the City’s data processing services (CSMART) is restricted to authorized business only.</li> <li>I may only access data to which I have specific authorization.</li> <li>I will be held responsible for any security breach traceable to my assigned log-in ID and password.</li> <li>I have read and understand the Information Security chapter of the F&amp;A/IS Policies and Procedures Manual.</li> </ul> <p><b>Failure to meet these responsibilities will be subject to management review and action appropriate to the severity to the security violation.</b></p>	
<b>User’s Signature:</b>	<b>Date:</b>
<b>Authorization Signature: (Supervisor / Manager)</b>	<b>Date:</b>

<b>CSMART Security</b>					
<p><b>PLEASE CHECK THE APPROPRIATE BOX(S)</b></p>	<p><b>INFORMATION REQUIRED TO PROCESS REQUEST: Please provide specific CSMART function(s) that are needed. Please realize that an individual user can be updated, but access may be temporary. If a new profile needs to be created, please provide justification. A new profile must be approved by System Support management and tested in the CSMART Training environment prior to being put into the Production environment.</b></p>				
<input type="checkbox"/> <b>REQUEST FOR NEW CSMART USER ID ROLE AND PASSWORD</b>	<table border="0"> <tr> <td><b>Bondsmen</b></td> <td><b>Attorney</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Bondsmen</b>	<b>Attorney</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bondsmen</b>	<b>Attorney</b>				
<input type="checkbox"/>	<input type="checkbox"/>				

<b>User Deactivations and Reinstatements</b>			
<p><b>PLEASE CHECK THE APPROPRIATE BOX(S)</b></p>	<p><b>INFORMATION REQUIRED TO PROCESS REQUEST</b></p>		
<input type="checkbox"/> <b>DEACTIVATE USER SECURITY PROFILE</b>	<table border="0"> <tr> <td><b>Effective Termination Date:</b></td> </tr> <tr> <td><b>Leave of Absence Over 30 days Effective Date:</b></td> </tr> </table>	<b>Effective Termination Date:</b>	<b>Leave of Absence Over 30 days Effective Date:</b>
<b>Effective Termination Date:</b>			
<b>Leave of Absence Over 30 days Effective Date:</b>			
<input type="checkbox"/> <b>ACTIVATE (REINSTATE) SECURITY PROFILE</b>	<table border="0"> <tr> <td><b>Effective Activation Date:</b></td> </tr> </table>	<b>Effective Activation Date:</b>	
<b>Effective Activation Date:</b>			