



**Indiana Department of Child Services – Administrative Services  
Information Systems Access and Use Agreement  
(the "Access/Use Agreement")**

**KidTraks Computer Access Request Form**

**CUSTOMER CONTACT INFORMATION**

<b>* Company Name (Required for businesses) or Full Name of Individual Customer</b>	
<b>* Mailing Address (Num/Street/City/State/Zip)</b>	
<b>*Customer Contact Name (hereinafter referred to as "Customer")</b>	<b>*Customer Contact Email Address</b>
<b>Customer Contact Phone Number</b>	<b>* Customer Vendor ID (ST Number)</b>
<b>* Denotes Required Field</b>	

**ADDITIONAL USER ASSIGNMENTS**

Each account may have up to ten (10) additional people who may use the services provided pursuant to this Agreement. Each person must have a unique email address that the person will use to access the account services. The Customer Contact must provide the required information noted below for each person. DCS will provide initial passwords for each person. It is important to note that the Customer Contact Name provided above automatically will be given a password and is not required to be listed below.

<b>* Full Name (hereinafter referred to as "User")</b>	<b>* Email Address</b>
<b>* Denotes Required Field</b>	

## TERMS AND CONDITIONS

**PLEASE READ THIS ACCESS/USE AGREEMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE DUTIES YOU MUST UNDERTAKE AND THE RULES YOU MUST ADHERE TO ONCE YOU ARE GRANTED ACCESS TO USE THE INDIANA DEPARTMENT OF CHILD SERVICES (DCS) INFORMATION RESOURCES. THIS INCLUDES USE OF PERSONAL COMPUTERS (PC'S), LOCAL AREA NETWORKS (LAN'S), AND/OR WIDE AREA NETWORKS (WAN'S). YOUR SIGNATURE IS REQUIRED AT THE BOTTOM OF THIS ACCESS/USE AGREEMENT TO INDICATE YOUR ACCEPTANCE OF ITS TERMS.**

### 01. CUSTOMER RESPONSIBILITIES.

- a. *Customer Contact.* Customer shall designate a contact person ("Customer Contact"). The Customer Contact is the person authorized by Customer to (1) add and remove Users, and (2) receive notices and communications from DCS relative to this Agreement. The Customer Contact must notify DCS whenever any Customer User is to be removed from the Customer's User list. The Customer shall immediately notify DCS of any change in the Customer Contact.
- b. *Users.* Users are those employees or agents of Customer duly authorized by Customer to access Services under this Agreement. Customer is responsible for ensuring that each User understands and complies with the provisions set forth in section 02 of this Agreement.

### 02. CONDITIONS FOR USE OF ONLINE SERVICES.

In consideration for accessing and using DCS' computer facilities, network, licensed or developed software, software maintained or operated by DCS for other State of Indiana entities, systems, equipment, documentation, information, reports, or data of any kind (hereinafter "Information"), the Customer understands and agrees to the following:

- a) DCS will assign temporary passwords to Customer's Users which will require Users to change upon initial access. Customer acknowledges its responsibility and assumption of liability for maintaining and enforcing all necessary security procedures to control access, to preserve the confidentiality of, and to prevent unauthorized use of Usernames and passwords.
- b) That at all times utmost care shall be used in protecting the Information from unauthorized access, misuse, theft, damage, destruction, modification, or disclosure.
- c) That any unauthorized access or use of the Information must be immediately reported to the KidTraks Help Desk by calling 1-877-340-0309 or emailing KidTraks@DCS.IN.GOV.
- d) The Customer understands and agrees that the Information may be composed of or contains confidential and protected information. The Customer covenants that the Information will not be disclosed to or discussed with third parties without the prior written consent of DCS.
- e) The Customer acknowledges that the Information may be composed of or contain Social Security Numbers maintained by DCS in its computer system or other records. In addition to the covenant made above at paragraph 4, the User agrees to comply with the provisions of IC 4-1-10 and IC 4-1-11. If any Social Security Number(s) is/are disclosed by the Customer, the Customer agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable.
- f) That the Information shall be used solely for the purpose of conducting official DCS' business, and all other use or access is strictly forbidden, including, but not limited to, personal or other private use.
- g) That at no time shall the Customer access or attempt to access any of the Information without having the express authority to do so. Such express authority must only be provided by DCS.
- h) That at no time shall the Customer access or attempt to access any of the Information in a manner inconsistent with the DCS' approved method of system entry.
- i) That all software licensed, developed or being evaluated by DCS and/or the State of Indiana cannot be copied, shared, distributed, disclosed, sub-licensed, modified, reverse engineered,

rented or sold, and that at all times the Customer must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by DCS or the State of Indiana.

- j) That at no time shall the Customer's confidential computer password(s) be shared with or used by any other person. Any violation of this policy must be immediately reported to the KidTraks Help Desk by calling 1-877-340-0309 or emailing KidTraks@DCS.IN.GOV.
- k) That at no time shall the Customer share or use another person's confidential computer password(s). Any violation of this policy must be immediately reported to the KidTraks Help Desk by calling 1-877-340-0309 or emailing KidTraks@DCS.IN.GOV.
- l) That at no time shall the Customer leave a workstation without first ensuring that the workstation is properly secured from unauthorized access.
- m) That the Customer must report any and all violations of this Access/Use Agreement to KidTraks Help Desk immediately upon learning of such violation by calling 1-877-340-0309 or emailing KidTraks@DCS.IN.GOV.
- n) That the Customer agrees that if he/she does gain access to any Information that he/she does not have DCS' express authority to access, the Customer shall immediately notify DCS of such breach and the Customer shall not disclose such Information to any other person, entity, or party under any circumstance.
- o) That from time to time circumstances may require that this Access/Use Agreement be modified by DCS to reflect any changes in procedure or policy. The Customer will be notified in writing of any changes and will be required to adhere to such changes.
- p) That by signing this Access/Use Agreement, the Customer acknowledges that he or she has read, fully understands and agrees to abide by each of the above stated rules as a condition of being granted access to use the Information and has made its contents known to all of its Users and others who will be involved in the use of this Agreement.

**The undersigned warrants and represents that he/she has been duly authorized by the Customer to sign this Agreement on behalf of Customer. The undersigned waives, on behalf of the Customer, the right to contest the authenticity of my signature and the right to contest the enforceability or admissibility of this Agreement on the grounds that it is not an original document.**

_____ Signature	_____ Date
_____ Printed Name	_____ Title

_____ DCS Authorizing Agent's Signature	_____ Date Access Approved or Rescinded
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**Any questions please contact: [DCSPaymentResearchUnit@DCS.IN.GOV](mailto:DCSPaymentResearchUnit@DCS.IN.GOV)**

Mail to:  
DCS Payment Research Unit  
402 W. Washington St. MS54  
Indianapolis, IN 46204