

# 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 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 cybersecurity course that has been certified by DIR and fulfills the requirements of the law. This course is available to counties for an annual fee of \$5 per enrolled user. Please note that TAC will not be responsible for monitoring, enforcing, or reporting course completion - this will be performed entirely within your county.

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 sign via DocuSign.** For more information about the underlying legislation and TAC's cybersecurity training course, please visit [county.org/cybersecurity](http://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, 2026. Enrollment is available on a rolling basis through July 31, 2026.

**Printed Name**

Shanna Solomon

**County Name**

Marion County

**Authorized Signature**

Signed by:  
*Shanna Solomon*  
ECE10C5B0A984E9

**Date**

March 9, 2026

## 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.

Shanna Solomon  
Name of Administrator: \_\_\_\_\_  
ssolomon@co.marion.tx.us  
Email of Administrator: \_\_\_\_\_  
903-665-7240  
Phone Number of Administrator: \_\_\_\_\_  
county Auditor  
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.

Shanna Solomon  
Name of IT Administrator: \_\_\_\_\_  
ssolomon@co.marion.tx.us  
Email of Registrant: \_\_\_\_\_  
903-665-7240  
Phone Number of Registrant: \_\_\_\_\_

### Billing Contact (Required)

TAC will send an invoice in the amount of \$5 per enrolled user to the contact below. The number of users will be based on total users between enrollment of this course and September 2025. Users who are enrolled and later deleted will be included in the invoice. The invoice is due upon receipt.

Name of Contact: BJ Westbrook

Email of Contact: bj.westbrook@co.marion.tx.us

Phone Number of Contact: 903-665-2472

Position/Office of Contact: County Treasurer

Mailing Address: 102 W Austin, Room 101, Jefferson, TX 75657

Preferred Delivery Method (Email/Mail): email

### 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: \_\_\_\_\_

Email of Administrator: \_\_\_\_\_

Phone Number of Administrator: \_\_\_\_\_

Position/Office of Administrator: \_\_\_\_\_

## **Additional Course Administrators (Optional)**

Name of Administrator: \_\_\_\_\_

Email of Administrator: \_\_\_\_\_

Phone Number of Administrator: \_\_\_\_\_

Position/Office of Administrator: \_\_\_\_\_

Name of Administrator: \_\_\_\_\_

Email of Administrator: \_\_\_\_\_

Phone Number of Administrator: \_\_\_\_\_

Position/Office of Administrator: \_\_\_\_\_