

ATTACHMENT A

**MICHIGAN INFRASTRUCTURE COUNCIL
INDIVIDUAL USER AGREEMENT FOR MIC DIG ONCE PROJECT PORTAL (IUA)**

INDIVIDUAL USER INFORMATION

LAST NAME	FIRST NAME	M.I.	EMAIL
TELEPHONE NUMBER	EMPLOYER	POSITION/TITLE	

FOR MIC USE ONLY:

ASSIGNED USER ID:	PERMITTED USE (CHECK ONE) <input type="checkbox"/> VIEWER ONLY <input type="checkbox"/> DATA CONTRIBUTOR AND VIEWER
EMPLOYER APPROVAL (NAME):	EMPLOYER APPROVAL (DATE):

- Scope.** This is an Individual User Agreement (IUA) for the Michigan Infrastructure Council (MIC) Dig Once Project Portal (the “Portal”) for regional project-related data for infrastructure projects. This IUA is required for all individuals seeking access to the Portal for viewing data contributed by Accessing Agencies and/or to contribute data on behalf of an Accessing Agency. This IUA is in addition to, and incorporates all terms and definitions provided in the PPAA.
- In accessing and using the Portal, whether solely to view data, or to contribute data on behalf of an Accessing Agency, I understand and agree to the following:**

- a. I will be assigned a unique User ID and password to access the MIC Portal. I understand that all activities conducted under my account are being recorded and attributed to me. I am responsible for protecting my User ID and password from unauthorized use. In the event of any unauthorized access to the MIC Portal, I agree to report the same to the MIC within 24 hours of such occurrence, or as soon as practicable.
- b. I will be bound by all federal laws, state laws, rules and regulations. I will use my privileged access rights only to provide and/or view regional project-related data for the purposes of planning and coordinating infrastructure projects. I will only contribute data and information that I am authorized to contribute with permission from the owner or holder of any rights in the data and/or information. I will limit my inspection of data and information technology resources to the least amount of information necessary to accomplish this purpose.
- c. I will not disclose any confidential, personal, or sensitive information that comes into my possession as a result of my privileged user designation except in accordance with applicable law. I understand that any data I contribute on the MIC Portal, will be viewable by everyone granted access to the Portal by MIC and that the Portal is not intended for, and should not be used for, confidential or proprietary data.
- d. I represent and warrant that I am an employee or otherwise affiliated with an Accessing Agency that has a valid PPAA on file with the MIC. In signing this IUA, I agree to be bound by and comply with all terms of the PPAA with the Accessing Agency.
- e. If I am no longer employed by or otherwise affiliated with an Accessing Agency, I will immediately notify MIC and my access to the Portal may be terminated. I further understand if the Accessing Agency terminates its PPAA with the MIC, my access to the Portal may also be automatically terminated.
- f. I understand that if no activity under my User ID occurs on the MIC Portal for a period of 180 days, my account may be deemed dormant and locked from further access. A dormant account may be unlocked by sending an email to MIC (mic@michigan.gov). Any account that has not been reactivated for one year after becoming dormant, may be permanently deactivated.
- g. I understand that I am prohibited from posting or transmitting any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, discriminatory, objectionable or profane material or any materials that could constitute or encourage conduct that would be considered a criminal offense, give rise to civil liability, or otherwise violate any law.
- h. I understand that the MIC portal is the property of the State of Michigan and I agree that no retention or disclosure of the system, in whole or in part, is permitted.
- i. I understand that if I breach any of the terms of this IUA and the PPAA my access to the portal will be immediately suspended until such time that the Accessing Agency with whom I am employed or affiliated with, and the Receiving Agency mutually to restore my access. I further understand and agree that if such Accessing Agency and the Receiving Agency cannot mutually agree to re-instating my access, then my access will be permanently terminated.

3. **Notices.** Notices to Authorized Users will be sent via email to the email address identified in the above table. Successor Authorized Users must be identified by providing written notice to the Office of MIC, Department of Treasury and must execute this IUA. This person is also responsible for compliance as set forth under §9 of the PPAA.
4. By signing this Individual User Agreement the Authorized User and MIC agree to the terms of the Master PPAA and this IUA.

SAMPLE

For Michigan Infrastructure Council:

Name
Executive Director
Michigan Infrastructure Council

Date: _____

Authorized User:

Name
Title/position
Entity

Date: _____

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