

Shared Documents

Bureau of Purchase and Supply

+

Contract Portal

+

Department of Information Technology

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IT Frequently Asked Questions (FAQ) Document for County Departments

DoIT is committed to ensuring that all Westchester County employees have the information they need to use County technology resources effectively and securely. This [Frequently Asked Questions \(FAQ\) document](#) provides guidance on IT policies, procedures, and best practices to support County operations.

IT Policies for All County Employees

It is the responsibility of all County employees to review and adhere to the [IT policies included in this folder](#).

- Responsible Use of Artificial Intelligence (AI) Technologies Policy
- Security and Technology Use Policy
- Policy and Guidelines for Safeguarding Sensitive Personally Identifiable Information (PII)
- Social Media Policy
- Digital Accessibility Policy

County Websites

All website administrators must adhere to the [Westchester Government Web Standards](#) when making any changes to county websites.

Department liaisons who would like to make web changes can submit e-mail requests to the Web Team at webreq@westchestercountyny.gov. To ensure the Web Team receives your request, submit each of your tickets separately. Do not reply to an old chain with a new request.

*All PDFs sent to the Web Team will be scanned for [ADA compliance](#). The Web Team is NOT responsible for correcting documents that fail compliance scans. A specialist will send back an accessibility report and then move forward with your request after you submit a corrected PDF.

Graphics

Below is the 2015 revision of the Graphics Service Requisition form. Remember we are required to obtain a complete set of billing account codes for each job in advance of the start of the job. A completed form should be sent with each request. If you have any difficulty reading this file, contact pubreq@westchestercountyny.gov.

- [Graphics \(Print and Web\) Request Form](#)

County Executive letterhead styles. Not to be edited.

- [CE Letterhead \(July 22, 2025\)](#)

Approved county stationery

The four templates below can be customized for departments by highlighting the bogus information and typing in the correct information. However, font styles must not be changed in any way. In the letterhead, ONLY the county executive's name and title are in bold font.

- [Letterhead for departments \(July 22, 2025\)](#)
- [Letterhead with recycle logo \(July 22, 2025\)](#)
- [CE Memorandum \(April 30, 2025\)](#)
- [Memorandum for departments \(July 22, 2025\)](#)

IT Training Center Documents

[Information Technology Training Center - How To's](#): Various HOW-TO documents created by the Information Technology Training Center. (Chrome browser access)

Documentation for both WebEx Meetings and the Microsoft Teams Meetings are subdirectories of the overall IT Training directory. You may use the "How To's" directory link and select the directory from the list or use the direct links below.

- [WebEx Meetings Documentation \(Chrome browser access\)](#)
- [Microsoft Teams Meetings Documentation \(Chrome browser access\)](#)

Department of Public Works

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Finance Department

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Human Resources +

OnBase Hyland Unity Client Documentation +

OnBase Workflow Manuals +

Risk Management – Health & Safety Policies +

Docs, Apps, Forms

Shared Department Documents

Shared Department Applications

County Department Forms

Department Intranets

Finance Dept. And Benefits

Probation Intranet

Records Center

Installation Forms

TOOLS, IT & TRAINING

[Training eLearning](#)

[Department Applications](#)

[Shared Documents Portal](#)

[DoIT \(IT Resources & Security\).](#)

[Accessibility/ADA CoE](#)

FINANCE

[Benefits](#)

[Payroll](#)

FORMS & REPORTS

[County Forms](#)

[Benefits Notices & Forms](#)

[Installation Forms](#)

[County Logo Guidelines](#)

ANNOUNCEMENTS

[News](#)

[County Press Releases](#)

[General Accounting](#)
[Accounts Payable](#)
[Purchasing](#)

[Sign Up for Emergency Alerts](#)
[Office of the County Executive](#)

GET HELP

HelpDesk: (914) 995-5513

Email: helpdesk@westchestercountyny.gov

Speech-Activated Phone Directory:

Dial 995-TELE / 995-8353

VISIT US

Michaelian Office Building (MOB)

148 Martine Avenue

White Plains, NY 10601

Main Number: (914) 995-2000



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[Accessibility Policy](#)

[Terms of Use](#)