



Instructions for Submitting the State of Texas Application for Employment to the Credit Union Department

These Instructions Must Be Followed Exactly as described

- Upon completion of the application forms, email them to cudmail@tud.texas.gov.
- Send your email using a secure email (see instructions on using Gmail secure email).
- If you are unable to send the documents securely, you may want to redact or exclude Personally Identifiable Information (PII) such as social security number, driver's license number, mailing address, email address, etc.
- You may redact other information you are unwilling to provide via email.
- Due to potential security issues providing personal information, feel free to call or email prior to applying to discuss the open position(s), the application process, and/or the information requested on the application.

*** Submitted applications become public record and are subject to disclosure**

Sending a Secure Email using Gmail

- On your computer, go to **Gmail**.
- Click Compose.
- In the bottom right of the window, click Turn on confidential mode (see the lock and clock icon at the bottom of email) . Tip: If you've already turned on confidential mode for an **email**, go to the bottom of the **email**, then click Edit.
- Set an expiration date and passcode. ...(see below)
- Click Save.

Setting a Confidential email with or without an SMS code

The recipient will not have the option to forward, copy, print, or download this email.

SET EXPIRATION

Expires in 1 week (The sender has the option to set an expiration period by clicking on the drop-down menu)

REQUIRE PASSCODE

- The sender has the option to set up an SMS passcode (no SMS code or SMS code)
- Choose no SMS code. The recipient will receive a one-time code to their email address to confirm identity.