



Navajo Nation

Department of Information Technology

## **REQUEST FOR EMAIL ACCOUNT**

I am formally requesting for an e-mail account through Department of Information Technology (DIT) for the following:

### **Employee Information:**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department/Program Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Business Unit: \_\_\_\_\_

Department/Program Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Department/Program site Location: \_\_\_\_\_

Current E-mail address \_\_\_\_\_

### **Notice:**

The Navajo Nation reserves ownership of all e-mail communication and file attachments transmitted through or residing in the Navajo Nation e-mail system. Navajo Nation employees or officials utilizing the Navajo Nation e-mail system, shall not knowingly send, forward or receive (accept? Open?) e-mail that:

Disrupts, obstructs, or burdens network resources for non-business purposes (i.e., chain letters, junk mail, etc.); Utilizes e-mail for any unlawful purpose; Conduct, or attempts to conduct any gambling, betting, wagering, or gaming activity; Conduct any solicitation activity; Violates or infringes on the rights and privacy of any other person;

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Supervisor Name: *(Please Print)*

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date:

Please be Advised: Allow up to five(5) working days to process