



Navajo Nation
Department of Information Technology
E-mail Form for a navajo-nsn.gov account

I am formally requesting an e-mail account through the Department of Information Technology.

New Employee Reactivate Transfer to another department Re-hire Other

If you choose transfer, reactivate, re-hire or other, please specify: _____ Prior navajo-nsn.gov E-Mail: _____

Notice: Due to the sensitive nature of information shared in the pervious Mailbox account, the Department of information Technology creates NEW Mailbox accounts for all employees, new hires, and transfers from the pervious Navajo Nation Government office.

EMPLOYEE INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____ AB#: _____ BU#: _____

OFFICE INFORMATION

Executive Branch Judicial Branch Legislative Branch Chapter Other

Division and Department of Program _____

Job Title: _____ Business Phone No: _____ Business Fax No: _____

Business Mail Address: _____ City: _____ State: _____ Zip Code: _____

Department/Program: site location & physical address _____

Allow up to five (5) working days for processing. The supervisor listed on the application will be e-mailed the employee's e-mail credentials. All information is required; incomplete applications will be returned.

SUPERVISOR INFORMATION

Supervisor Name: _____ Supervisor navajo-nsn.gov E-Mail: _____ Supervisor Phone No: _____

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, receive, accept or 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.

Caution: The new e-mail account will be disabled after 30 days if not used. To reactivate, submit a new e-mail request form.

ACKNOWLEDGMENT:

By signing, you agree to the following:

- You are required to enroll your devices in Entra ID using Intune management services.
- You are required to complete KnowBe4 Training on a quarterly basis with your navajo-nsn.gov account.

Upon completion, create a Help Desk ticket and upload the form. [DIT Help Desk: https://navajonationdit.samanage.com/](https://navajonationdit.samanage.com/)

AUTHORIZATION

Employee Signature Date Department Head Signature Date
(listed on PAF)