



**Navajo Nation**  
**Department of Information Technology**  
**REQUEST FOR EMAIL ACCOUNT**

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

**REASON**

New Employee    Transfer    Re-hire    Other    Temporary: End Date of PAF : \_\_\_\_\_

If you choose transfer, re-hire or other, please specify: \_\_\_\_\_

Prior navajo-nsn.gov E-Mail: \_\_\_\_\_

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

**EMPLOYEE INFORMATION**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ AB#: \_\_\_\_\_ BU#: \_\_\_\_\_

**DEPARTMENT INFORMATION**

Executive Branch    Judicial Branch    Legislative Branch    Chapter    Other

Division and Department or Program: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Business Phone No: \_\_\_\_\_ Business Fax No: \_\_\_\_\_

Business Mail Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Department/Program: site location & physical address \_\_\_\_\_

**Allow up to 5 (five) working days to process. The supervisor listed on the application must have a navajo-nsn.gov e-mail account. The supervisor will be e-mailed the employees e-mail credentials. All fields on the e-mail request form must be filled out. If any fields are missing, the application will not be processed.**

**SUPERVISOR INFORMATION**

Supervisor Name: \_\_\_\_\_ Supervisor 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 it, submit a new e-mail request form.**

**AUTHORIZATION**

\_\_\_\_\_  
Employee Signature    Date    Supervisor Signature    Date

**DIT OFFICE USE ONLY:**

DIT HD#: \_\_\_\_\_ Date Ticket Completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

User name: \_\_\_\_\_ User Password: \_\_\_\_\_

Notes \_\_\_\_\_