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|  | **Navajo Nation**  Date/Initial  **Division of Community Development**  **REQUEST FOR EMAIL / WIND / IT ACCOUNTS** |

\_\_\_navajochapters.org

\_\_\_nndcd.org

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I am formally requesting for an e-mail account and/or WIND Access through Division of Community Development (NNDCD) for the following:

Employee/Official Information:

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| Type of Account Requested: | | | | | | | | | | | | | | | | | | | | | | | | |
| Email Account | | | WIND Account | | | | | | | | Chapter/Department Website Access | | | | | | | | | | | |  | |
| First Name: |  | | | | | | | Middle Initial: | | | | | |  | | Last Name: | | |  | | | | |  |
| Chapter/Department/Program Name: | | | | |  | | | | | | | | | | | | | Chapter Official: | | | | | | |
| Phone Number | |  | | | | Fax Number: | | | | | | |  | | | Position Title: | | | |  | | | | |
| Chapter/Department/Program Mailing Address: | | | | | | | | | | | |  | | | | | | | | | | | | |
| Chapter/Department/Program Site Location: | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Personal E-mail Address:** | | | |  | | | | | | | | | | | | | **Usernames based on availability, personal email for login information only** | | | | | | | |
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| Notice:  NNDCD reserves ownership of all e-mail communication and file attachment transmitted through or residing in the NNDCD email accounts (including: nndcd.org, nncio.org, nnchid.org, nndes.org, nnswmp.org, navajochapters.org, etc.) ---- NNDCD employees or chapter officials utilizing the NNDCD e-mail system, shall not knowingly send, forward or 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. The Navajo Nation Division of Community Development reserves ownership of all data in chapter/department websites and all data input into the WIND System. NNDCD employees shall not share their account passwords with anybody. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | |  | | | | | | Please be advised: Allow up to five (5) working days to process | | | | | | | | | |
| Employee/Official Signature: | | | | | | |  | | Date: | | | | | | | | | | | | | | | |
|  | | | | | | |  | |  | | | | | | | | | |  | |  |  | | |
| Supervisor Name: (*Please Print*) | | | | | | |  | | Supervisor Signature: | | | | | | | | | |  | | Date: | Title | | |
| **Review and Approve Supervisor /ASC Only:** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Email Account:**  New,  Reactivate,  Suspend | | | | | | | | | | | | | | | | | | | | | | | | |
| **WIND Account**: (Permissions Required) --  Budget,  Fund Balance,  ICIP,  Rural Addressing,  RealFile | | | | | | | | | | | | | | | | | | | | | | | | |
| 164A, 164B, Executive Review Tracker,  Navajo Profile,  Project Authorization,  Project Admin. Tracker | | | | | | | | | | | | | | | | | | | | | | | | |
| **Chapter/Department Website:**  Website Administrator,  Data Entry | | | | | | | | | | | | | | | | | | | | | | | | |
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| ASC Designee Name: (*Please Print*)  (For Approval of Chapter Staff and Officials) | | | | | | |  | | ASC Designee Signature: | | | | | | | | | |  | | Date: | Title | | |