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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 |
|       |  |  |  |       |       |
| ASC Designee Name: (*Please Print*)(For Approval of Chapter Staff and Officials) |  | ASC Designee Signature: |  | Date: | Title |