



DEPARTMENT OF ADMINISTRATION
Data Processing Division



EMAIL APPLICATION

Employee: _____	_____	_____
Last	First	Middle
Department: _____		
Social Security: _____	Date of Birth: _____	
Position Title: _____	Telephone No: _____	

WARNING: Accounts are to be used for government purposes only and will not be shared or transferred. Accounts may be used for personal enrichment; however, not for business profit. Misuse of account will be cause for disciplinary action. Suspected misuse of an account will be subjected to audits. Please refer to <http://ns.gov.gu/ethics.html> for guidelines.

Email access accounts may be picked up at DOA, Data Processing Division. Please call 475-1203 to confirm pick up before coming. If your department has a computer division or staff, please contact their offices.

It will be the applicant's/user's immediate supervisor's responsibility to inform DOA Data Processing of their employee's detachment from the government, for whatever reason.

I, the above set employee, understand the above warning statement.

Employee: _____ Date: _____
Signature

Supervisor: _____ Date: _____
Type & Sign

Director/
Dept. Head: _____ Date: _____
Type & Sign

If you have any questions, call 475-1203/1229 and ask for the INTERNET ADMINISTRATOR. Forward this application to Department of Administration – Data Processing Division. Attn: Data Processing Manager – (Fax: 472-9508)

*****For Data Processing Use Only*****

Internet/Email userid: _____ Password: _____
Once your USER-ID is assigned, your email account is as follows:

User-id@mail.gov.gu