




LOURDES A. LEON GUERRERO
Governor, Maga'håga'

JOSHUA F. TENORIO
Lt. Governor, Sigundo Maga'låhi

ACTIVE DIRECTORY & EMAIL USER REQUEST

1. Date:		2. Requested Service Date:		3. Agency #:	
TO:  FRANCISCO L.G. LUJAN, Jr. <i>Chief Technology Officer</i> OFFICE OF TECHNOLOGY <i>GovGuam Data Center</i> 211 Aspinall Avenue Hagatña, Guam 96910			4. Requestor/Technical Contact:		
			Name:		
			Job Title:		
			Phone:		Mobile:
			Email:	Fax:	
5. User Agency Information:			6. User Information:		
Department/Agency:			First Name:		MI:
Division:			Last Name:		
Branch/Bureau/Section:			Job Title:		
			Phone:	Mobile:	
			Email:	Fax:	
7. User Account Request Type (Check all that apply)			8. Special Notes/Instructions:		
	NEW	CHANGE	MOVE	DISABLE	
AD User Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Required Agency Approvals: <i>(Note that the request will not be completed without clearly printed Agency Names and Signatures)</i>					
	Print Name		Signature		Date
Employee's Immediate Supervisor					
Employee's Branch/Bureau Manager					
Agency Director					
<p>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 this account will be cause for disciplinary actions. Additionally, all accounts are subject to audits. It will be the applicant's/user's immediate supervisor's responsibility to inform the Office of Technology of their employee's detachment from the Government, for whatever reason.</p> <p>I certify by my signature that I have read, understand and agree to abide to the Government of Guam Computer Use Policy (http://otech.guam.gov/policies/)</p>					
10. User Signature:			Date:		
11. OTECH Processing: To be completed by OTECH personnel					
Active Directory Account Information:			Email Account Information:		
Organizational Unit:			Email Account:		
Start Up/Log-in Scripts:			Alias:		
Home Drive Path:			Email Host: <input type="checkbox"/> Exchange <input type="checkbox"/> Google <input type="checkbox"/> Other:		
Day/Hourly Restrictions:			Email Domain:		
Account Expires:			Add to Distribution Group:		
Additional Requests/Notes:			Additional Requests/Notes:		
Request reviewed and processed by OTECH personnel					
Name:		Signature:		Date:	
12. ACCOUNT Processing: To be completed by OTECH or Servicing Vendor					
Active Directory Account Information/Notes:			Email Account Information/Notes:		
Account Created/Updated By:			Account Created/Updated By:		
Company/Name:			Company/Name:		
Signature:		Date:	Signature:		Date: