



Navajo Nation

____ navajochapters.org
____ nndcd.org
____ Date/Initial

Division of Community Development

REQUEST FOR EMAIL / WIND / IT ACCOUNTS

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

Employee/Official Information:

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: _____

Usernames based on availability, personal email for login information only

Personal E-mail Address: _____

Notice:

NNDCCD reserves ownership of all e-mail communication and file attachment transmitted through or residing in the NNDCCD email accounts (including: nndcd.org, nncio.org, nnchid.org, nndes.org, nnswmp.org, navajochapters.org, etc.) ---- NNDCCD employees or chapter officials utilizing the NNDCCD 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. NNDCCD 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)* _____

ASC Designee Signature: _____

Date: _____

Title _____

(For Approval of Chapter Staff and Officials)