




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 #:	
 OFFICE OF TECHNOLOGY GOVERNMENT OF GUAM	FRANCISCO L.G. LUJAN, Jr. Chief Technology Officer Office of Technology GovGuam Data Center 211 Aspinall Avenue Hagatña, Guam 96910		4. Requestor/Technical Contact:			
			Name:			
			Job Title:			
			Phone:		Mobile:	Fax:
Email:						
5. User Agency Information:			6. User Information:			
Department/ Agency:		First Name:		MI:		
Division:		Last Name:				
Branch/ Bureau/ Section:		Job Title:				
		Phone:		Mobile:		
		Fax:		Other:		
		Email:				
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:		Alias:		
Start Up/Log-in Scripts:		Email Host: <input type="checkbox"/> Exchange <input type="checkbox"/> Google <input type="checkbox"/> Other:				
Home Drive Path:		Email Domain:				
Day/Hourly Restrictions:		Add to Distribution Group:				
Account Expires:		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:	