

ACTIVE DIRECTORY & EMAIL USER REQUEST

LOURDES A. LEON GUERRERO
Governor, Maga'hága'
JOSHUA F. TENORIO
Lt. Governor, Sigundo Maga'láhi



FRANCISCO L.G. LUJAN, Jr.
Chief Technology Officer

1. Date: **IMPORTANT:** This form must be completed and submitted together with the OTECH IT Rules & Behavior Agreement. Incomplete submissions will be returned or disapproved for processing.
*** Required Documentation: A valid copy of the user's Government issued ID with full legal name***

 Office of Technology GovGuam Data Center 211 Aspinall Avenue Hagatña, Guam 96910	2. Requestor/Technical Contact: (IT POC/Supervisor/Administrator/Manager/Director)		
	Name:		
	Job Title:		
	Email:		
	Phone No.:		

3. User Agency Information:		4. User Information:	
Department/Agency:		First Name:	MI:
Division:		Last Name:	
Branch/Bureau/Section:		Job Title:	
		Email:	
		Phone No.:	

☐ Check Box ONLY if user is NOT on the GovGuam Network and is requesting account access for GFMIS use.

5. User Account Request Type (Check all that apply)
NEW – new account request; UPDATE – request to update user's legal name or official title; MOVE – request to move user account to another division/branch/bureau within the same Agency; DISABLE – user is no longer affiliated with the Agency; TRANSFER – new account request for current employer/Agency. User was previously employed with another GovGuam Agency.

	NEW	UPDATED	MOVE	DISABLE	TRANSFER	User transferred from/previously employed with the following GovGuam Agency:
AD User Account	☐	☐	☐	☐	☐	
Email Account	☐	☐	☐	☐	☐	

6. Employment Type (Check ONE Only)

☐ Permanent Employee	☐ Vendor/Third-Party Account (additional information/documentation may be required – complete user start and end date)
☐ Temporary/Limited Term (i.e. LTA, CWP, etc.) (If user start/end dates are not completed, account will be automatically set to expire 90 days from account creation date)	User Start Date: User End Date:

7. Special Notes/Requests:

8. Required Agency Approvals: (Note that the request will not be completed without clearly printed Agency Names and Signatures)

	Print Name	Signature	Date
Employee's Immediate Supervisor			
Employee's Branch/Bureau Manager			
Agency Director			

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.
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/>) I also certify that I have completed and attached the OTECH IT Rules of Behavior.

9. User Signature:	Date:
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10. OTECH Processing: To be completed by OTECH personnel

OTECH NOTES:

Request reviewed and processed by OTECH personnel

Name:	Signature:	Date:
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LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lieutenant Governor of Guam

GOVERNMENT OF GUAM
Gubetnamenton Guåhan

OFFICE OF TECHNOLOGY

Post Office Box 884 • Hagåtña, Guam 96932



OFFICE OF TECHNOLOGY
GOVERNMENT OF GUAM
FRANK L.G. LUJAN, JR
Chief Technology Officer

BEATRICE SANTOS
Data Processing Manager

RULES OF BEHAVIOR
For Government of Guam Computer Network Users

NOTE: The Rules of Behavior agreement shall be submitted with all NEW user account requests and TRANSFERS.

As a Government of Guam (GovGuam) computer network user, I acknowledge my responsibility to conform to the following requirements and conditions as directed by all relevant OTECH Information Technology (IT) Security Policies, Procedures, and Guidelines.

I understand that I am accountable for my actions and that I am responsible for protecting and safeguarding GovGuam information. Upon being granted access to GovGuam information resources, I acknowledge that I will be held responsible for damage caused to GovGuam information either through negligence or willful act. I understand that failure to follow these rules will result in disciplinary action up to and including termination of employment in addition to applicable legal action.

I attest that I have completed the Cybersecurity Awareness Training and Cyber Awareness Quiz on the OTECH website (<https://otech.guam.gov/cybersecurity/>) and understand the content and my responsibility as a user with access to GovGuam information systems and resources.

IT General Rules of Behavior:

1. I understand that failure to sign this acknowledgement will result in denial of access to GovGuam network resources, terminal areas, and facilities that have GovGuam IT network equipment.
2. I acknowledge my responsibility to use the network only for official business except for such personal use involving negligible cost to the Government of Guam and not interfere with my official business.
3. I understand that it is my responsibility to protect and safeguard all data that is processed and stored on the GovGuam network, to include Personally Identifiable Information (PII), Protected Health Information (PHI), Federal Tax Information (FTI), Social Security provided data and all other confidential and sensitive data.
4. I understand the need to protect my password at the highest level of data it secures. I will NOT share my password and/or account information. I will abide by the OTECH Password Policy and conditions to change my password as often as required.
5. I understand that I am responsible for all actions taken under my account. I will not attempt to “hack” the network or any connected information system, or attempt to gain access to data for which I am not specifically authorized.
6. I understand my responsibility to appropriately protect all input and output generated under my account, to include printed material, magnetic tapes, CD-ROMS, and downloaded hard disk files. I understand that I am required to ensure all hard copy material and media is properly labeled as required by applicable policies and regulations.
7. I understand my responsibility to report all possible breaches (whether ethical, accidental or technical) to appropriate personnel.
8. I acknowledge my responsibility to not introduce any software or hardware not acquired and approved through OTECH. I also acknowledge my responsibility to have all official electronic media virus-scanned by OTECH before introducing it into the GovGuam network.
9. I understand that it is my responsibility to secure my work area and network resources when not in use, this includes “locking” my workstation when stepping away or logging off or shutting down my workstation at the end of the work day.
10. I acknowledge my responsibility to conform to the requirements of the Rules of Behavior for GovGuam Computer Network Users and all other applicable IT Security Policies and Procedures. I also acknowledge that failure to comply with these policies and procedures may constitute a security violation resulting in denial of access to the GovGuam network, facilities, and that such violations will be reported to appropriate authorities for further actions as deemed appropriate to include disciplinary, civil, or criminal penalties.
11. I agree that I have no exception of privacy in any equipment or media I use to access the GovGuam network. I consent to inspections by authorized personnel, at any time and agree to make any equipment available for audit and review upon request.

By signing and submitting this form, I certify that I have read, understand, and agree to abide by the OTECH Rules of Behavior for GovGuam Computer Network Users and that I have completed the initial CDSE Cyber Security Awareness course. I understand that violation of these rules could result in administrative punishment, criminal and/or civil prosecution.

USER Last Name	First Name	M.I.
Employer	Official Title/Position	
Signature	Date	