



Ministry of Information, Broadcasting, Telecommunications & Information Technology

Coolidge Business Complex (former Sealy Building); Sir George Walter Highway; Antigua

Tel: (268) 468-4600/10 (switchboard) / 468-4622 (direct)

Email: helpdesk@ab.gov.ag

The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with the Government's mandate, has implemented a standardized user platform to provide a centralized communications system for all Government employees. Employees requiring access to this platform, are required to complete a 'Request Form' (see below), duly signed by his/her Permanent Secretary/Department Head to complete the process.

Please note that the **Acceptable Use Policy**, which you must agree to, can be found at https://ab.gov.ag/pdf/Acceptable_Usage_Policy.pdf.

Please fill out the relevant sections in BLOCK LETTERS for the requested service.

Email Request / Re-activation Form	
Department Head: _____	Email: _____
Contact Tel: _____	Request Date: _____
Department & Ministry: _____	
Address: _____	
Employee Information:	
Name of Employee: _____	
Email Address: _____ (Format – firstname.lastname@ab.gov.ag)	
Position: _____	
Department: _____	
Contact Number: _____	
<i>*Please indicate on the back of the form any additional user accounts to be created.</i>	
AUTHORIZATION: (Date stamp required)	
Department Head/P.S. Name: (Printed) _____	
Department Head/P.S. Signature: _____	
*Please Note: By authorizing the above request, you agree to notify the IT Department <i>immediately</i> of any staff changes i.e. termination, resignation, re-assignment, etc.	
Official Use Only	
A/C Created/Re-activated By: _____	Date: _____