

Ministry of Information, Broadcasting, Telecommunications & Information Technology

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The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with our new initiative to provide a centralized emailing and communication system for all employees, has implemented a new email system. Each Government Employee who requires access to the Government E-mail platform, must complete a request form (below), duly signed by their Permanent Secretary/Department Head.

Please note that the **Acceptable Use Policy**, which you must agree to, can be found at

http://www.ab.gov.ag/pdf/policies/policy_use.pdf.

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

Email / Mailbox Creation Request(s)	
Request Date:	Department Head:
Contact Tel:	Email:
Ministry/Division Address:	
Type of Email Requested: Individual: Yes <input type="checkbox"/> No <input type="checkbox"/> (format – firstname.lastname@ab.gov.ag) If Yes: Name: _____ Position _____ Access Required: <input type="checkbox"/> Email Only <input type="checkbox"/> Email + Microsoft Office Suite Online <i>*Please indicate and add any additional individual emails to be created on the back of the form</i> Departmental: Yes <input type="checkbox"/> No <input type="checkbox"/> (format - departmentname@ab.gov.ag / requestedname@ab.gov.ag) If Yes: _____ Alternate Option: _____ Name of Department: _____ Ministry: _____ Persons Authorized to Access Departmental E-mail: _____ <i>**Please indicate on the back of the form additional authorized persons for this departmental email(mandatory)</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	
Date Account Activated: _____	Official Signature: _____