

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



## DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

### Email Account Request Form

Please complete all sections in capital letters

Personal Details:	
Title: .....	Employee Name: .....
Employ Number: .....	Phone Number: .....
Alternate E-Mail: .....	Designation: .....
Department: .....	Building: .....
Room No: .....	School/Directorate/Institute: .....

<b>Employee Status:</b>
Full Time: <input type="checkbox"/> Contract: <input type="checkbox"/> Part-time: <input type="checkbox"/> Temporary: <input type="checkbox"/>
Please indicate the period if not full time: .....
For temporary, indicate your last day of work: .....
Is this request for changing an existing account or for creation of a new account? New <input type="checkbox"/> Existing <input type="checkbox"/>

<b>Receiving MUHAS Email in your Alternative Email Account:</b>
Would you like to receive a copy of <b>all</b> MUHAS mails in your <b>Alternative Email</b> ? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Applicant Signature:</b>
By signing this document, I signify that I have read, Understood and Agree to abide by the MUHAS email Terms and Conditions.
Applicant Signature: ..... Date: .....

<b>For ICT Office Use Only:</b>
Account Created by: ..... Date: .....
Notification given by: ..... Date: .....

**Note:** You will notified of your MUHAS email credentials via a confidential letter.

## **Email Terms and Conditions**

1. You are required to keep your **Username** and **Password** a secret.
2. Make sure to change your password once every six month.
3. Don't open an attachment unless, it come from known source. In fact delete those emails which are not relevant to you and still you receive it. They might contain a virus will corrupt your computer.
4. Don't use MUHAS email account to register/subscribe to unknown website.
5. Make sure your computer is installed with Antivirus Software with the latest updates.
6. If you have any problems, don't hesitate to contact DICT offices in person or by email through [dict@muhas.ac.tz](mailto:dict@muhas.ac.tz), [webmaster@muhas.ac.tz](mailto:webmaster@muhas.ac.tz)