

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (DICT)

## Email Account Request Form

Please complete all sections in capital letters

### Personal Details:

Title: .....	Employee Name: .....
Employee Number: .....	Phone Number: .....
Alternate E-mail: .....	Designation: .....
Department: .....	Building: .....
Room No: .....	School/Directorate/Institute: .....

### Employee Status:

Full Time:  Contract:  Part-time:  Temporary:

Please indicate 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  Existing

### Receiving MUHAS Emails in Your Alternative Email Account:

Would you like to receive a copy of **all** MUHAS mails in your **Alternative Email**?  Yes  No

### Applicant Signature:

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: .....

### For ICT Office Use Only

Account Created by:..... Date: .....

Notification given by:..... Date: .....

**Note:** You will be notified of your MUHAS e-mail 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 months.
3. Don't open an attachment unless, it has come from known source. In fact delete those emails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
4. Don't use MUHAS email account to register/subscribe to unknown websites.
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 e-mail through: [dict@muhas.ac.tz](mailto:dict@muhas.ac.tz).