



National Centre for
Information Technology

User Account Details & Access Modification Form Government E-letter Management System

For more information please call 334 5050 or email helpdesk@ncit.gov.mv

Please Specify the Type of Application:

<input type="checkbox"/>	Access Right Modification	<input type="checkbox"/>	Change the Dept/Sec/Unit
<input type="checkbox"/>	Modify User Details	<input type="checkbox"/>	Terminate User Account
Other Requests:			

Current User Details

Full Name			
Job Title			
ID Card No.		Record Card No.	
Email Address		User ID	
Organisation			
Current Division/Section/Unit			

New User Details Yes No

(If Yes, Please Specify the modification made to the respective user detail. If No, previous details will still be applicable)

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	New Job Title	
<input type="checkbox"/>	<input type="checkbox"/>	New Division/Section/Unit	
<input type="checkbox"/>	<input type="checkbox"/>	New Email Address	

Declaration

I _____ hereby declare, that the above information are true and correct to the best of my knowledge. I also affirm to abide by the laws and regulations of the Government of Maldives and agree not to carry out any illegal activities or misuse of resources using the e-Government service(s). In case any of the above agreed, are contravened, I fully understand that my user account is liable for termination.

(Applicant Signature)

(Date)

To be filled by the Administration Department:

Current Access Rights (not required if it is a new application): <i>(From the list below please tick the Role(s) assigned to the user. GO User role must be assigned to all users by default in addition to any other role(s))</i>		
<input checked="" type="checkbox"/> GO User	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Entrée
<input type="checkbox"/> MA User Division	<input type="checkbox"/> MA User Section	<input type="checkbox"/> MA User Unit
<input type="checkbox"/> MA View Report	<input type="checkbox"/> Case Admin	<input type="checkbox"/> MA User GO
<input type="checkbox"/> Enter Outgoing Mail	<input type="checkbox"/> Enter Incoming Mail	
New Access Rights: <i>(From the list below please tick the Role(s) assigned to the user. GO User role must be assigned to all users by default in addition to any other role(s))</i>		
<input checked="" type="checkbox"/> GO User	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Entrée
<input type="checkbox"/> MA User Division	<input type="checkbox"/> MA User Section	<input type="checkbox"/> MA User Unit
<input type="checkbox"/> MA View Report	<input type="checkbox"/> Case Admin	<input type="checkbox"/> MA User GO
<input type="checkbox"/> Enter Outgoing Mail	<input type="checkbox"/> Enter Incoming Mail	

Authorised By		<i>(Signature)</i>
Designation		
Authorised Date		
<p><i>Note: Authorisation should be provided by the head of the Administration Department of the Organisation. After authorising, please strike through the unselected options.</i></p>		

To be filled by E-Government GO Administrator:

Creation Details		
Modified By		<i>(Signature)</i>
Modified Date		

Roles and Responsibilities of each Role

Roles	Main Responsibilities
GO User	This role will allow users to access to common functions such as change password, portal alert and task management.
Entrée	This role will allow user to enter incoming mails and route to department/section/staff for action
Dispatch	This role will allow user to dispatch outgoing mails to other organisations through the system
Case Admin	This role will allow user to create cases handled by the organisation
MA User Division	This role will allow users to view, route and take action to correspondences within the division
MA User Section	This role will allow users to view, route and take action to correspondences within the section
MA User Unit	This role will allow users to view, route and take action to correspondences within the unit
MA User GO	This role will allow users to view, route and take action to all correspondences within the organisation
MA View Reports	This user will be able to generate monitoring reports of all incoming mails, outgoing mails and mails with overdue action
Enter Outgoing Mail	This role will allow user to dispatch outgoing mails form his/ her respective Department/ Section/ Unit to other organisations through the system
Enter Incoming Mail	This role will allow user to do entree correspondence received to his/ her respective Department/ Section/ Unit.