National Centre for
Information Technology

Application for New User Account

Government E-letter Management System

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

User Details			
Full Name *(As in ID Card)*			
Job Title			
ID Card No.		Record Card No.	
ID Card Serial No. *(At the back of the card)*		Date of Birth *(DD/MM/YYYY)*	
Dept/Sec/Unit Name		Dept/Sec/Unit Code	
Organisation			
Email Address *(Password and associated emails will be sent to this Email address)*			
User ID	Option 1 : Option 2 : Option 3 :		

Note: The User ID can be any name defined by the user provided that no other user has already used that ID. This will be a common user ID issued to the individual and not for the organisation and that the same ID (once issued) would be used in the Citizen and Business portal.

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:

Role details *(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))*		
☒ GO User	☐ Dispatch	☐ Entrée
☐ MA User Division	☐ MA User Section	☐ MA User Unit
☐ MA View Report	☐ Case Admin	☐ MA User GO
☐ Enter Outgoing Mail	☐ Enter Incoming Mail	
Note: After authorising, please strike though the unselected options.		

Authorised By		*(Signature)*
Designation		
Authorised Date		
Note: Authorisation should be provided by the head of the Administration department of the Organisation.		

To be filled by E-Government GO Administrator:

Creation Details		
Created By		*(Signature)*
Created Date		
User ID Given		

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.