

Request For MHA Nation Email Account

MHA NATION MIS DEPARTMENT

404 Frontage Road New Town, ND 58763

Phone: 701-627-8236

Fax: 701-627-3614

www.mhanation.com



■ FILL OUT COMPLETELY & READ THE INFORMATION BELOW

Name : _____ Phone Number : _____

Department : _____ Position : _____

I am requesting an MHA Nation employee email account.

Username : @mhanation.com

Password :

MHA Nation usernames consist of lowercase letters only: no uppercase letters, dots, or special characters. Usernames are typically the first letter of the employee's first name + his/her last name or his/her full name (xlastname@mhanation.com, firstlastname@mhanation.com)

I am requesting a password reset to my MHA Nation employee email account

New Password :

MHA Nation passwords can consist of lower case letters and numbers

Employee Email access site: (<http://mail.mhanation.com/owa>) MHA Nation employee email portal can be accessed from the home page of the MHA Nation Tribal website (www.mhanation.com). When logging into mail web access simply enter your username and password.

Each MHA Nation Email User is responsible for deleting and cleaning out all unnecessary emails in his/her inbox on a regular basis. Users are forbidden from using the MHA Nation electronic communication system for charitable endeavors, private business activities, or amusement entertainment purposes (i.e. lunch sales, bingo announcements, etc.) unless expressly approved by the MHA Nation Chairman or Councilmen.

I signed below, understand that the information I will be using is confidential. By accessing and using the MHA Nation Email Account Service, I accept and agree to the MIS Internet/Email Policies and Procedures. If you have any questions regarding the policies pertaining to Internet/Email, please contact the Management Information Systems (MIS) Department.

Signature : _____ Date : _____



MIS USE ONLY

Once filled out, form can be printed, signed and then faxed or turned into the MIS Department located in the Tribal Administration Building.

MIS Staff : _____ Date : _____

Action Taken : _____

