

**NORTHPORT (MALAYSIA) BHD**

Information Services Department

Email Account Application

- | | | |
|-----|---------------------------|-------------------------|
| 1. | Rcode | :U8wNtQdvKx |
| 2. | Name | :Pavithra |
| 3. | Staff Number | :302297 |
| 4. | Position | :Executive |
| 5. | Department | :ISD |
| 6. | Division | :ISD |
| 7. | Tel Ext/DID No | :11323 |
| 8. | Mobile Phone No | :0123456789 |
| 9. | PC IP Address | :10.2.88.24 |
| 10. | Is the PC assigned to you | :Yes |
| 11. | Date | :Jun 22, 2019 |
| 12. | Email | :pavithraVR92@gmail.com |

Fill in ALL the above fields

User must read and accept Northport Email Policy Guideline and Etiquette, which will be sent to the new email account.

Once account has been created, user must change the assigned password immediately by accessing Northport Webmail:

<https://email.northport.com.my>.

Email password will expire every 90 days.

Applicant signature of acceptance / date:

HOD Remarks and Approval (Company Stamp):

Note: Northport postmaster will assign the user account/email id according to availability

For Office Use Only

☐ Login account :

☐ Groups :

☐ Aliases (if any) :

☐ Services :

☐ Request Approved by/Date:

☐ Mailbox Type :

☐ Account created by / Date :