

Information Technology Registration Form

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Learning Solutions at Eastern

1101 E. 33rd St., Suite B106
 Baltimore, MD 21218 & off campus vendor locations
 Program Coordinator: Kenya Hearn
 Phone: 443-997-3721
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Learning Solutions at East Baltimore

2024 Monument St., Suites 2-1007 & 1-1200
 Baltimore, MD 21205
 Program Coordinator: Denise McCarty
 Phone: 410-614-3035
 Fax: 410-614-3810

Name

Personnel #

Department/Code

E-mail

Employee Group

Personnel Area (UN#)

Bldg/Room

Work Phone

Home Phone

Fax

Information Technology Training Program

Event Name	Location	Date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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Budget Authorization (Registration will not be processed without a valid cost center or internal order number.)

Please check the box that applies to your employment status.

- I am a full or part-time university employee. Charge this internal order or cost center number if I do not attend, (and fail to cancel within 7 day's notice), arrive too late to join a class that is already in session, or fail to complete the full session.
- I am a NOT employed by the university but work in a department that has a university internal order or cost center number. Charge the cost of my training to the number below.
- I am a university employee, but NOT full or part-time. Charge the cost of my training to number below.

Charge this budget number if I do not attend (and fail to cancel within seven day's notice.) Arrive too late to join a class that is already in progress, or fail to complete the full session.

SAP Cost Center Number

OR

SAP Internal Order Number

(JHU-This number must be a non-sponsored budget number or internal order number which begins with 1, 2 or 8.)

Name

Signature _____

SUPERVISORY APPROVAL For release time from work (staff only)

Name

Signature _____

Written notice of cancellations must be made at least ONE week before class. Some high level IT courses may require more.

Fax 443.997.8401 or email: learning@jhu.edu