

# Six Sigma Certificate Program Registration Form

## University of Houston – Information & Logistics Technology Department

Note: Any registrations received after the deadline will result in a delay in the ability to access course materials within the online course management system (know as WebCT)

**Step 1** – Please indicate which semester and year you would like to register for:

Six Sigma: Green Belt (\$2495\*)

Circle one: Spring or Fall

Year: \_\_\_\_\_

\* Fee includes training binder, software, and parking for the semester.

**Step 2** – Please indicate your method of payment:

Check (please send a personal or cashier's check made payable to the University of Houston – Please DO NOT send cash through the mail)

Mastercard, Visa, or Discover (please circle one)

Credit Card Number\*\*:

\*\*This information will not be kept on file once payment has been processed

Expiration Date:

Name (as it appears on credit card – please print):

Signature:

**Step 3** – Please fill out and sign ONLY the section titled “Applicant Information” on the “Sponsored Personal Account Form,” which is the 2<sup>nd</sup> page of this document. **This information is required in order to complete the registration process and will be kept confidential.**

**Step 4** – Please read the “Computer User Responsibilities” on the last page of this document.

**Step 5** – Please return ONLY the 1<sup>st</sup> and 2<sup>nd</sup> pages of this document by fax (713/743-9619), or mail to:

Department of Information & Logistics Technology  
312 Technology Building  
College of Technology  
University of Houston  
Houston, Texas 77204-4023  
ATTN: Dr. Michael Gibson

**Step 6** – Please indicate if you are interested in continuing education units (CEUs) – up to 3 CEUs may be purchased at an additional cost of \$10/CEU.

I am interested in obtaining CEUs for my participation in this course. Number of CEUs: \_\_\_\_\_

### **QUESTIONS:**

Please forward **registration and availability questions** to Ms. Charlotte Plummer, 713 743 2994 or via email at [caplummer@uh.edu](mailto:caplummer@uh.edu)

Please forward **program specific questions** to Dr. Jamison Kovach, 713/743-1704 or via email at [jvkovach@uh.edu](mailto:jvkovach@uh.edu)

**To register, return the 1<sup>st</sup> & 2<sup>nd</sup> pgs. of this document by fax to 713/743-9619**

# Sponsored Personal Account Application

**Purpose:** This application is to be used by UH-affiliated faculty or staff members and non-UH affiliated persons needing UH resources for the purpose of supporting instructional, research or administrative activities on the University of Houston computing facilities. Personal accounts must be sponsored by the department head or another UH employee. The sponsored account will be active for up to one (1) calendar year and may be renewed. Contact the Information Technology Support Center at 713-743-1411 or support@uh.edu for assistance completing this form.

## APPLICANT INFORMATION (Please print or type)

Last Name	First Name	Middle Initial	Social Security #(For Non-UH)
<hr/>			
Department		E-mail Address	
<hr/>			
Mailing address			
<hr/>			
Date of Birth	Phone #	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Non-UH
<hr/>			
*Applicant Signature		Date	
* I agree to comply with the Computer User Responsibilities listed on the back of this form.			

## ACCOUNT REQUEST

<input type="checkbox"/> Mail.uh.edu	<input type="checkbox"/> VPN	
<input type="checkbox"/> Web Server Account	<input checked="" type="checkbox"/> WebCT/Vista	
<input type="checkbox"/> Vnet	<input type="checkbox"/> Bayou (Creek)	
<input type="checkbox"/> Exchange	Job Title _____	
	Division _____	
	Building and Room Number _____	
	Fax Number _____	
<input type="checkbox"/> Email Alias		
<input checked="" type="checkbox"/> CougarNet	College/Division and Department __Technology ILT_____	
<input type="checkbox"/> Additional CougarNet Access/Affiliation (Requires Organizational Unit (OU) Admin Signature)	College/Department _____	
<hr/>		
*OU Admin Signature	Date	Phone #
*The OU Admin Signature must come from the OU Admin for the department of the additional affiliation.		
For Additional CougarNet Affiliations, please speak to a HelpDesk Representative.		

## SPONSOR'S INFORMATION (Please print or type)

jkovach2	ILT	713-743-1704
UserID <i>or</i> UHID # <i>or</i> ISO (Cougar 1Card) #	Department	Phone #
<hr/>		
jkovach@uh.edu	*Sponsor's Signature	Date
Email Address		
* I agree to comply with the Computer User Responsibilities listed on the back of this form.		

## Computer User Responsibilities

### Adapted from MAPP 10.03.01 User Guidelines and Responsibilities; Security (7/96)

The University of Houston Information Technology Division exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) Users of computers and computing systems must respect the privacy of other users. For example, users shall not seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, nor may the user misrepresent others. The user may use only his/her legal name and actual title at the university.
- (2) Each computer account is assigned to a single individual who is accountable for the activity on that account. Account holders are encouraged to change their passwords frequently to ensure the security of their accounts.
- (3) Users must abide by the laws protecting copyright and licensing of programs and data. University users shall in no case make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- (4) Users must respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system.
- (5) Users must respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful computing practices such as printing unnecessary listings; performing lengthy unnecessary computations; simultaneously queuing numerous batch jobs; or unnecessarily using public workstations, magnetic tape drives or dial-up telephone lines for extended periods of time.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Information Technology Support Center at 713-743-1411. When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question.

When possible unauthorized use of computing resources is encountered, Information Technology Support Center shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of and/or legal employment action. (For a complete copy of these guidelines, see the University of Houston MAPP 10.03.01 "User Guidelines and Responsibilities; Security" (7/96) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

State law requires that you be informed of the following:

- (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form;
- (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and
- (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

### **Account Information**

Qualified individuals interested in this service should fill out this account application, obtain the required authorization and return this form to Information Technology Support Center.

A violation of any of the conditions listed in the security guideline documents listed above may result in the account being disabled. Also, if the holder of the account is separated from the University, the account may be disabled.

### **Responsibilities of the Sponsor**

The Sponsor must ensure that the user of the account(s) adheres to the responsibilities listed above in MAPP 10.03.01 "User Guidelines and Responsibilities; Security" (7/96). The sponsor and the user are subject to the listed action(s) for any account violations.

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