COMPLETING YOUR TRAINING

1. **Activate your UCInetID.** If you’ve already activated your UCInetID, skip to #2.
   - Go to [www.activate.uci.edu](http://www.activate.uci.edu)

2. **Log into the UC Learning Center.**
   - Go to [http://uclc.uci.edu/](http://uclc.uci.edu/) and click on “LOGIN”
   - Enter your UCInetID & password

3. **Complete online trainings before you begin work in the lab.**
   - Click on “Search a Course” (grey box)
   - Type in “Laboratory Safety Fundamentals”
     - Click “Select” at the right of the screen and choose “Register”
     - Select the box for Laboratory Safety Fundamentals
     - Click on “Next”
     - Click on “Submit”
   - Click on “Start” on the right of the page to begin taking the training
   - Follow the above instructions to complete the training “Hazardous Waste”

4. Once the Safety Training Self-Assessment is live, you will be instructed via email to complete this.

**NOTE:** Students & Affiliates who cannot access UC Learning Center will need to complete the Student & Affiliate Access Form located on the home page of UC Learning Center (http://uclc.uci.edu/). **It will take 24-48 hours to get access.**

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