

UC Learning Center

COMPLETING YOUR TRAINING

- 1. Activate your UCInetID. If you've already activated your UCInetID, skip to #2.**
 - Go to www.activate.uci.edu
- 2. Log into the UC Learning Center.**
 - Go to <http://uclc.uci.edu/> and click on "LOGIN"
 - Enter your UCInetID & password
- 3. Complete Your Safety Training Self-Assessment.**
 - Click "Safety Training Self-Assessment"
 - Select "Lab/Clinical/ Research/ULAR"
 - Click "Submit" at the bottom of the screen
 - Select *all* of the categories that describe your work
 - Click "Submit" at the bottom of the screen
 - Go back to "UC Learning Center Home"
- 4. Complete online trainings that have been assigned to you under "Assigned Training" before you begin work in the lab.**
 - Click "Assigned Training"
 - To register for a course, click the START button to the left of the title
 - Click "Select" at the right of the screen and choose "Register"
 - Select the box for "**Laboratory Safety Fundamentals**"
 - Click "Next"
 - Click "Submit"
 - Click "Start" on the right of the page to begin taking the training
 - Follow the above instructions to complete "**Hazardous Waste**" and any other trainings assigned to you.

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.**

For UCLC assistance, contact EH&S at safety@uci.edu or call (949)824-6200