

Required UC Learning Center Modules for Research and Labs

Per UCI's Environmental Health & Safety requirements, all students must complete the following three (3) UC Learning Center (UCLC) modules:

- 1) **Laboratory Safety Fundamentals**
- 2) **Hazardous Waste**
- 3) **Responsible Conduct of Research (RCR)**

Modules must be completed BEFORE participating in a Bio 197, 198, or 199 research lab OR enrolling in an upper-division Bio lab course.

Bio Sci Student Affairs CANNOT assist with module-related questions. For questions or issues, please contact: **Employee Experience Center (EEC):** eec@uci.edu. Please see full contact details at the end of the document.

How to Complete the UCLC Modules:

1. Go to www.uclc.uci.edu.
2. Login with your UCInetID and password.

FOLLOW STEPS 3 – 5 IF YOU DO NOT ALREADY HAVE ACCESS TO UCLC. IF YOU DO HAVE ACCESS TO UCLC, CONTINUE WITH STEP 6.

3. Click on the “Student and Affiliate Access Request” button. Access is given within 1-3 business days.



4. When selecting “Job Code/Position Code”, please select “All Other Campus Students”.

Job Code/Position Code

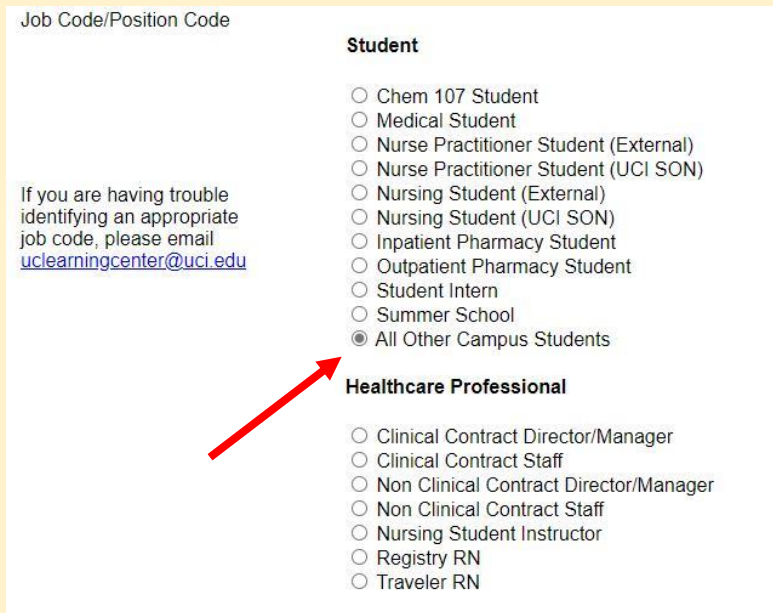
If you are having trouble identifying an appropriate job code, please email uclearningcenter@uci.edu

Student

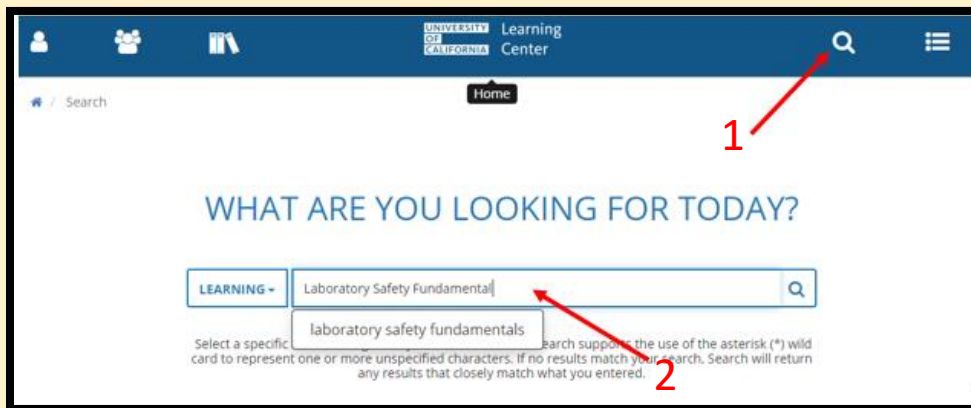
- Chem 107 Student
- Medical Student
- Nurse Practitioner Student (External)
- Nurse Practitioner Student (UCI SON)
- Nursing Student (External)
- Nursing Student (UCI SON)
- Inpatient Pharmacy Student
- Outpatient Pharmacy Student
- Student Intern
- Summer School
- All Other Campus Students

Healthcare Professional

- Clinical Contract Director/Manager
- Clinical Contract Staff
- Non Clinical Contract Director/Manager
- Non Clinical Contract Staff
- Nursing Student Instructor
- Registry RN
- Traveler RN



5. It will then ask you for a supervisor. If you don't already have a supervisor, you can list **Diana Tien-Chan** (dtien@uci.edu). Your supervisor is the person who will have access to your UCLC transcript. You must enter a name to move forward.
6. Once you are logged in (or granted access), click on the magnifying glass icon located in the upper right-hand corner. Then, type the name of the module in the search bar (see module titles listed above).



UNIVERSITY OF CALIFORNIA Learning Center

Home

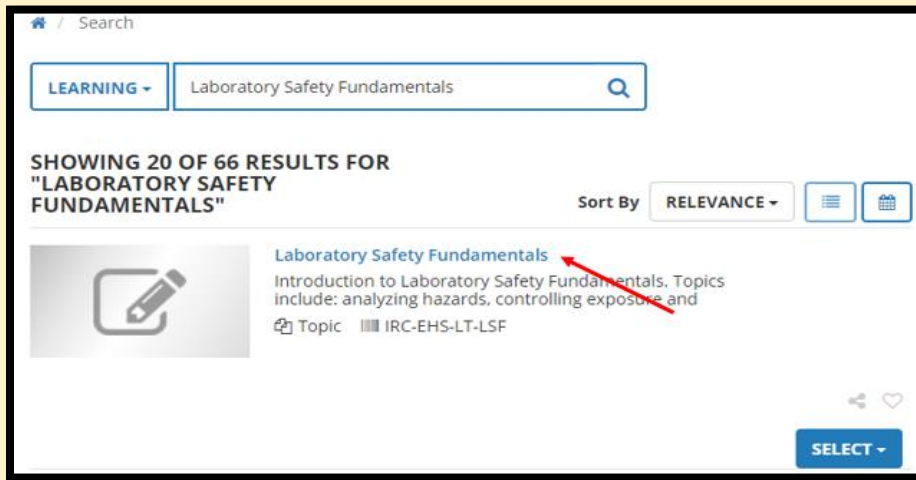
WHAT ARE YOU LOOKING FOR TODAY?

LEARNING - Laboratory Safety Fundamental

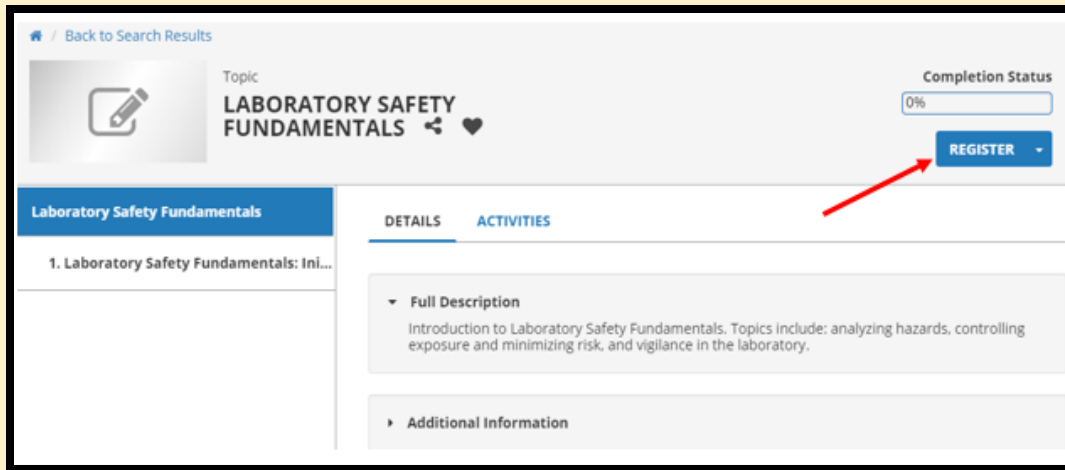
laboratory safety fundamentals

Select a specific laboratory safety fundamentals search supporting the use of the asterisk (*) wildcard to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

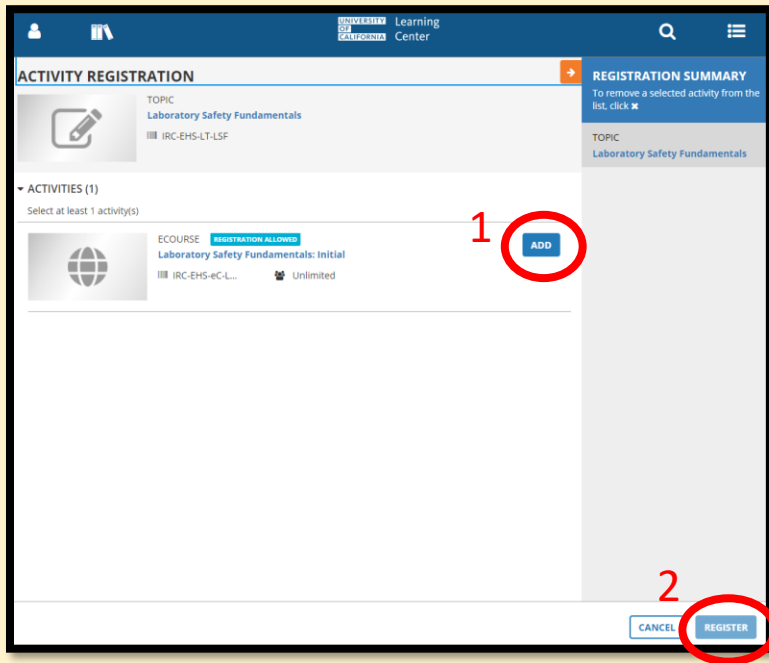
7. Click on the name of the module (usually the first option).



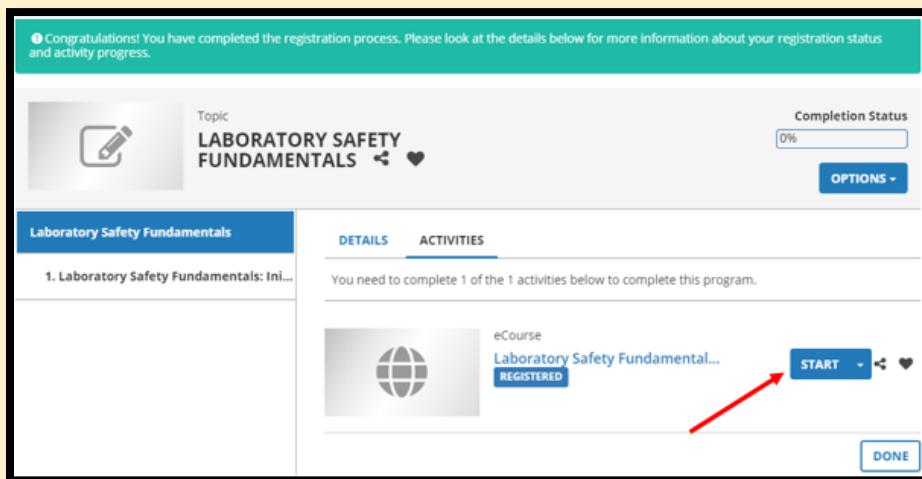
8. To register for the module, click on the "Register" button.



9. Click on the “Add” button, then to complete the registration, click “Register” again on the bottom right-hand corner (under “Registration Summary”).



10. Click on the “Start” button to begin the module.



11. After you are done, please be sure to save your Certificate of Achievement as proof of completion.



12. If for any reason, you do NOT receive a Certificate of Achievement upon completing your module, you can use a copy of your training transcript as proof of completion. The copy of your training transcript must show your name.

4/7/2020 Training Transcript - SumTotal

TRAINING TRANSCRIPT FOR [REDACTED] **YOUR NAME**

List of completed activities from 4/7/2019 to 4/7/2020
USERNAME: [REDACTED] E-MAIL: [REDACTED]

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Attended Duration
eCourse: UCI Responsible Conduct of Research (RCR) 2011		4/7/2020	4/7/2020			Day(s): 0, Hour(s): 0, Minute(s): 53, Second(s): 23.5

For questions or technical issues, please contact the appropriate person/office below. Bio Sci Student Affairs cannot assist with module related questions.

For general questions or problems with UCLC:

- 1) E-mail: eec@uci.edu
- 2) Call: 949-824-0500, or
- 3) Submit a help ticket online at <https://uci.service-now.com/eec> under the “Learning & Development” category

For problems with the Laboratory Safety Fundamentals & Hazardous Waste Modules:

Kathryn Vickers, Training Specialist
Environmental Health & Safety
kathryn.vickers@uci.edu

For general safety questions:

Environmental Health & Safety
949-824-6200
safety@uci.edu