

Required UC Learning Center (UCLC) Modules for Bio Sci 199 Undergrad Research and Lab Courses

Per UCI 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)

These training modules must be completed BEFORE participating in a Bio Sci 199 research lab OR enrolling in an upper-division Bio lab course.

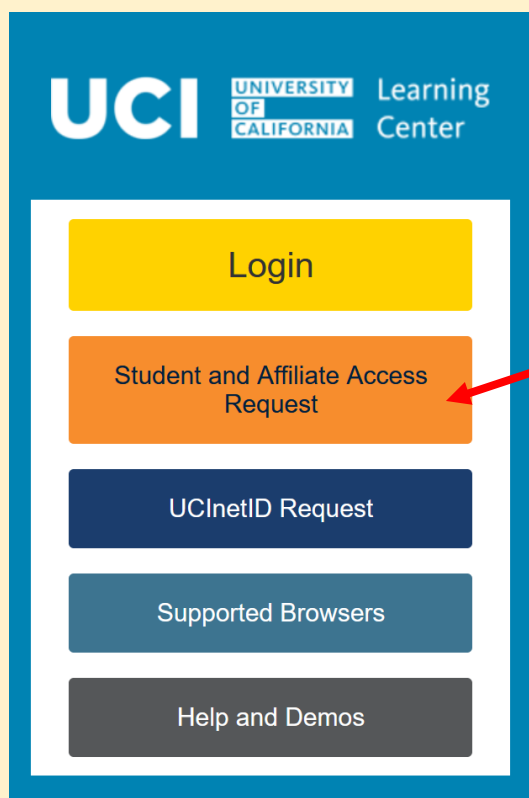
Bio Sci Student Affairs cannot assist with UCLC access, registration, or module-related questions. Please refer to the support contacts listed at the end of this document for assistance.

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, PROCEED DIRECTLY TO STEP 6.

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



4. Under “Job Code/Position Code,” select “All Other Campus Students” from the “Student” category.

Job Code/Position Code
Student

- ☐ Chem 107 Student
- ☐ Chem 100S Student
- ☐ Medical Student
- ☐ Nurse Practitioner Student (External)
- ☐ Nurse Practitioner Student (UCI SON)
- ☐ Nursing Student (External)
- ☐ Nursing Student (UCI SON)
- ☐ Genetic Counseling Student
- ☐ Inpatient Pharmacy Student
- ☐ Outpatient Pharmacy Student
- ☐ Student Intern
- ☐ PharmD Students(External)
- ☐ PharmD Students(UCI)
- ☐ Summer School
- ☒ All Other Campus Students

5. Next, you will be prompted to select a supervisor. Your supervisor is the individual who will have access to your UCLC transcript. Search for your faculty sponsor (PI) by entering their **first and last name**, then select their name from the results. A supervisor must be selected before you can proceed.

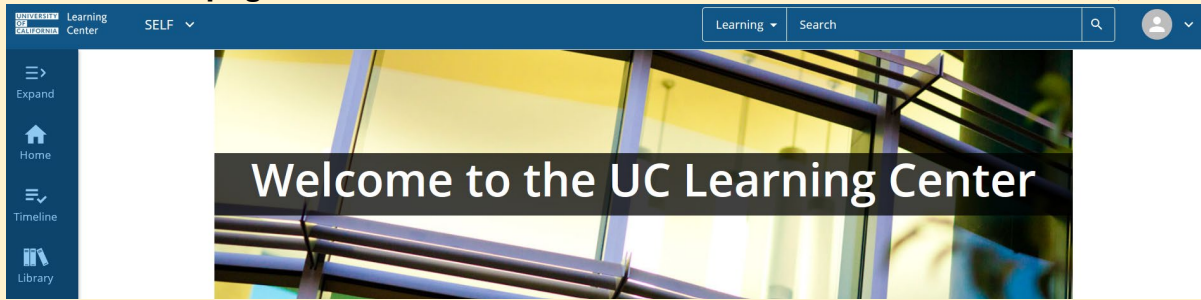
Select a Supervisor ×

Last Name First Name

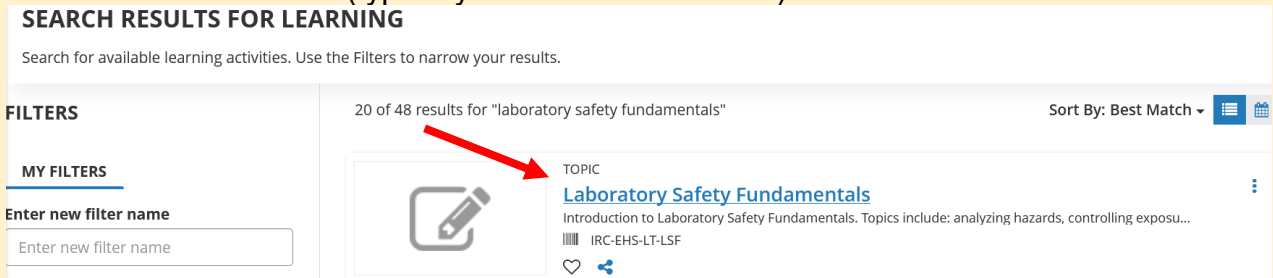
Name	UCInetID	Department
Enter search criteria and click Search		
Showing 0 to 0 of 0 entries		

6. Once you are logged in (or have been granted access), enter the module name in the search bar located in the upper-right corner of the page, then click the magnifying glass icon to search.

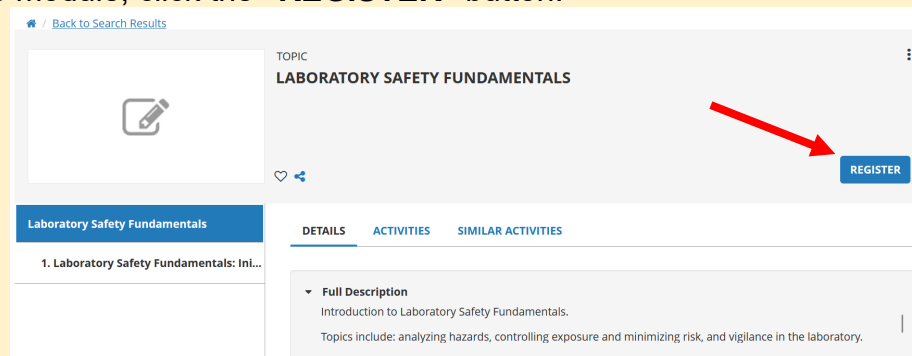
- Refer to page 1 for the list of module titles.



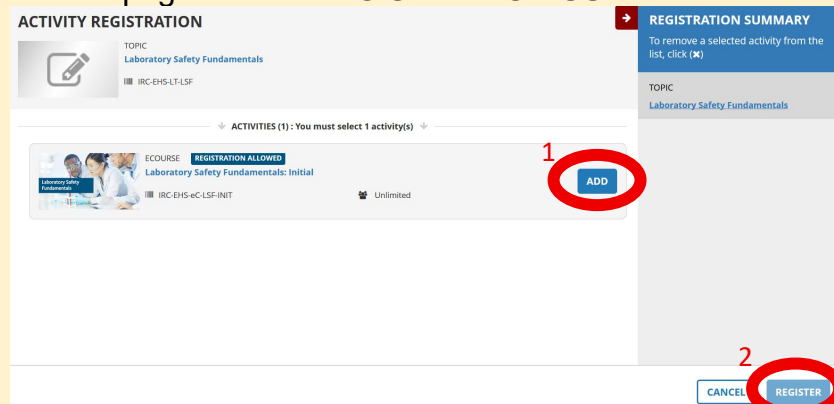
7. Click on the module name (typically the first search result).



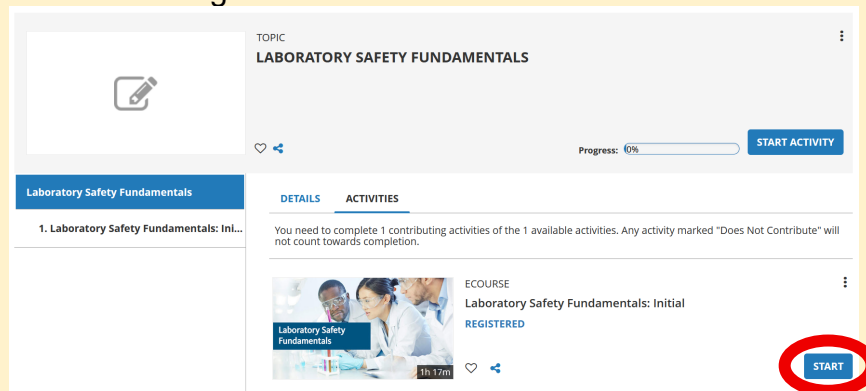
8. To enroll in the module, click the **"REGISTER"** button.



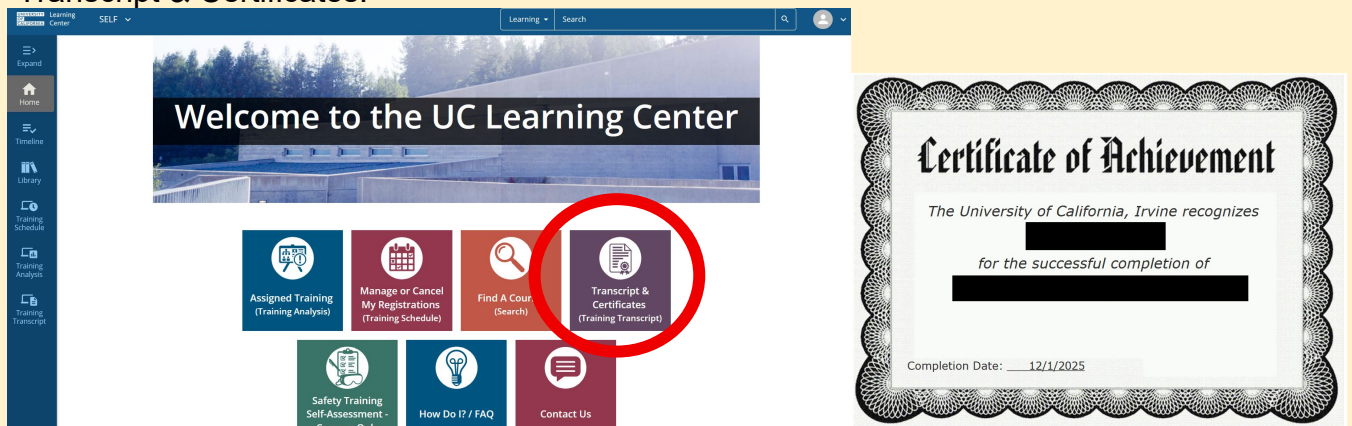
9. Click the **"ADD"** button. Then, to complete your registration, click **"REGISTER"** again in the bottom right-corner of the page under **"REGISTRATION SUMMARY."**



10. Click the “**START**” button to begin the module.



11. After completing the module, be sure to save your Certificate of Achievement as proof of completion. To view and download your certificate(s), go to the UCLC Homepage and click “Transcript & Certificates.”



If you have questions or experience technical issues, please contact the appropriate office below. Bio Sci Student Affairs cannot assist with questions related to UCLC access, registration, or training modules.

UCLC or Affiliate Access Request Issues

Contact the Employee Experience Center (EEC):

- Email: eec@uci.edu
- Phone: (949) 824-0500
- Online: Submit a help ticket through the UCI ServiceNow portal under the "Learning & Development" category: <https://uci.service-now.com/eec>

EHS Safety Training Module Issues

Contact Environmental Health & Safety (EH&S):

- Email: safety@uci.edu
- Phone: (949) 824-6200