EH&S Required Training via UC Learning Center

1. Determine if you need to take the Safety Training Self-Assessment. Audience:
   - Employees who work at the UC Irvine campus
   - Health Affairs employees who work at the UC Irvine campus
   - School of Medicine Basic Science Department employees
   - Anyone (excluding Bio 194 students who are given specific instructions by their course instructor or administrator regarding safety training requirements), regardless of location, performing research with:
     - Animals, radioactive materials, chemicals, biological agents, physical hazards
   - If you need assistance determining if you need to take the Safety Training Self-Assessment, contact your Department SOS Representative or email safety@uci.edu.

2. Log into the UC Learning Center.
   - Go to http://uclc.uci.edu/
   - Review the information on this page regarding supported browsers, pop-up blockers, & how to obtain help (including demos)
   - Click “LOGIN”
   - Enter your UCI netID & password

   - Click on the “Learner” icon at the top of the page
   - Click “Campus” tab
   - Click “Safety Training Self-Assessment” in the bottom blue bar
     - Select all of the categories that describe your work
     - Scroll down & select all of the categories activities & environments that describe your work
   - Click “Submit” at the bottom of the screen
   - Click either “Modify Selections” or “Final Submission”
   - After your final submission, click “UC Learning Center Home”

4. Complete Your EH&S Required Training.
   - Click “Required Activities” in the upper blue bar to view your required trainings
   - Track your progress by viewing the Assignment Status column.
     - “Attended” and “Acquired” means the training requirement is current and up-to-date
     - “Assigned” means that the training still needs to be completed.
   - Register and complete the trainings
   - When required training is complete, print “Required Activities” page and give to your SOS Representative.

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.