



Laboratory Safety Fundamentals e-Course

Learning about laboratory safety is required for anyone working in a lab on campus. You can fulfill the requirement by taking the Laboratory Safety Fundamentals eCourse on the UC Learning Center. Note: the process is several steps and will take up to ten business days. Please plan accordingly.

As an affiliate (non-UCSC employee) the following steps are required to gain access to the Learning Center:

- 1) **Submit a Sundry Computer Account Form to Information Technology Systems (ITS) to obtain a temporary CruzID account, UCSC email account and a Blue & Gold Password:**
<http://its.ucsc.edu/accounts/docs/sundry.pdf>

Ask your supervisor for help in completing and signing the form. Then submit it to ITS as described on the top of the form.

It takes 3 – 5 business days for ITS to set up your account. Once your account is ready, ITS will send instructions to the alternative email address you provided on the form. You must follow the instructions to claim your account within 72 hours and change your Blue & Gold passwords.

- 2) **Once you have claimed your ITS account and changed the passwords, you can then request a UC Learning Center account via the Student and Affiliate Access Request e-form:** http://learningcenter.ucsc.edu/access_request.html

Once you submit the form it takes 2 -3 business days to create a new UC Learning Center account. You will be notified by email once your account is ready.
Communications will be sent to the @ucsc.edu email address you provide.

- 3) **Once your Learning Center account is set-up, you're ready to take the Laboratory Safety Fundamentals eCourse!**

Safari (MAC) and Internet Explorer (PC) are the preferred web browsers for accessing the Learning Center. Make sure to allow pop-ups. If you are using Internet Explorer 10, you will have to turn on [compatibility view mode](#).

Log in: <http://learningcenter.ucsc.edu/>

Click the “Employee Login” button and enter your CruzID and Gold Password.

In the search button on the left side type: **laboratory safety** and a list will appear:

The screenshot shows a search interface with a search bar containing 'laboratory safety' and a 'Go' button. Below the search bar are filters for 'Learning activities (7)', 'Categories (3)', and 'Activity Type (4)'. The search results are displayed in a table with columns for Activity Name, Activity Type, Code, and Start Date. The results include:

Activity Name	Activity Type	Code	Start Date
Chemical Hygiene Officer Training	Topic	UCLQL0004-UC-TOP	
Cognition and Sensory Systems Laboratory: Enrollment...	Curriculum	SC-CSSL-E00175	
Intro to Lab Safety - Initial	ILT Course	SC-EHS-ILS0013-ILT	
Lab Safety - Refresher	ILT Course	SC-EHS-LSR0092-ILT	
Radioisotope Laboratory Safety - Initial	eCourse	SC-EHS-RAD0088-ECO	
Radioisotope Laboratory Safety - Refresher	eCourse	SC-EHS-RAD0212-ECO	
UC Laboratory Safety Fundamentals	eCourse	SC-EHS-UCLSF-ECO	

Below the table, the 'UC Laboratory Safety Fundamentals' course is highlighted. It includes a 'Start' button, a 'View Details' button, and an 'Other Acti...' button. The description reads: 'Introduction to fundamentals of laboratory safety, chemical safety, and general safety. This course covers relevant Laboratory Safety Manual(s) and rights/responsibilities according to applica...'. The categories are 'UC Santa Cruz, UC Santa Cruz > Environment, Safety, and Emergency Management, UC San...'. The training organization is 'UCSC'.

Select: **Laboratory Safety Fundamentals eCourse**

Click the **Start** button to take the course

You will have to take the entire eCourse and click through all of the slides to reach 100% completion status. If you stop mid-way, the eCourse will resume where you left off.

If you have completed all these steps and still cannot access your account, please email help@ucsc.edu.

We wish you the best of luck in your time at UCSC.



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