Instructions:
Accessing EH&S UC Laboratory Safety Training

I.   **Why do new lab workers need to take *UC Laboratory Safety Fundamentals* training?**
        Per UC policy, either *UC Laboratory Safety Fundamentals Initial* (online eCourse) or *Fundamentals of Laboratory Safety – Live* (instructor-led training) is required for all new UCSB lab workers[1]. Under the policy, academic departments are required to identify new workers and direct them to the appropriate training before lab access is granted, i.e., before a key or key card is issued.

II.   **Why do lab workers need to take *UC Laboratory Safety Refresher (online eCourse)*?**
        Per UC policy, *UC Laboratory Safety Refresher* training must be completed annually by all UCSB lab workers that have already taken the Initial training. The refresher course is for individuals who continue to work in the laboratory.

III.   **Which of the 2 possible <u>INITIAL</u> training courses does a lab worker have to take?**

   1.   **In-person Laboratory Safety Class: Fundamentals of Laboratory Safety - Live**
        3 hour class includes hands-on fire extinguisher training. All lab workers are welcome to attend this more in-depth class. Live class is offered at various times/places:

        • Offered throughout the year at EH&S and any lab worker may attend. Access instructions per **section IV** below.
        Generally, the live classes are announced and available for enrollment about two weeks before the class. Walk-in registration is usually not a problem.

        • Offered in September for incoming graduate students of: College of Engineering; Chemistry & Biochemistry; Earth Science; Bren School; Molecular, Cellular and Developmental Biology; Ecology, Evolution and Marine Biology; Marine Science; Physics. Pre-enrollment is not required – department Graduate Coordinators direct the new grads to these sessions.

   2. **Online Training: UC Laboratory Safety Fundamentals Initial**
        Any lab worker may take either the online version or the live version. Complete online version in the UC Learning Center (UCLC) per Section IV. Note: some PIs/departments require their workers to take online training until the next live class is offered.

IV.   **How do lab workers use the UC Learning Center to enroll for the Live or Online Initial course?**
        The UCLC is accessed at: https://www.learningcenter.ucsb.edu/login
        As indicated there, two login paths exist - one for **employees**, the other for **non-employees**:

UCSB Employees*(those in UCPath, ex: postdocs, staff, & students that hold an active UCSB job appointment (undergrad or grad):
Sign in by clicking the "**EMPLOYEE LOGIN**" button with UCSBNetID and password, then search for the applicable course (see below) in the search bar at the top right. Choose either live (when available) or online.

For Live course	For online course
Search: by typing in "*Fundamentals of Laboratory Safety – Live*" – Click on the title of the course, then click "Register" at the top right.	Search: by typing in "*UC Laboratory Safety Fundamentals Initial*" – Click on the title of the course, then click "Start" at the top right.

*Users that were **previously employed on-campus** but do not currently have an active appointment will need to request account reactivation by sending an email to info@learningcenter.ucsb.edu. In the email, include full legal name, UCSBNetID, the current sponsor department, and the name of the user's PI/Manager/Instructor. Once the account has been reactivated, the user may use the Employee Login method with their UCSBnetID and password to log in.*

Non-Employees (visiting researchers and students that have never held an on-campus job):

Important The UCLC does not automatically create accounts for all users. Only those that are currently employed by UCSB will have automatically created accounts. For anyone that has never been employed by UCSB and is using the UCLC for the first time, a Non-Employee account will need to first be requested. See below for how to request.

Existing Non-Employees: If the user previously completed training in the UCLC and has already had a Non-Employee account created for them, they should click on "**NON-EMPLOYEE LOGIN**" button and enter the credentials emailed to them when their account was created. If the account needs reactivation or the password needs to be reset, a support ticket can be submitted by emailing info@learningcenter.ucsb.edu.

New Non-Employee Accounts: Before accessing the system for the first time, if the user does not already have an active UCSBnetID, they will first need to obtain one per **Section V**. Non-Employees that are enrolled students should already have an active UCSBnetID.

To request a new Non-Employee account:

1. Have a **paid staff or faculty member** (usually the PI, Lab Manager, or Sponsor) go to the UCSB IT Services request form to request an account on behalf of the Non-Employee(s): https://ucsb.service-now.com/it?id=sc_cat_item&sys_id=4196a711dbad630017bd7c28bf9619f7
2. Fill out the form according to instructions. **Please note that if you are not finding the UCSBnetID** for the person you are requesting the account on behalf of in the search box on the request form, they either already have an existing UCLC account, or they do not yet have an active UCSBnetID. **If the user is a visitor**, please see Section V for more information about first obtaining an active UCSBnetID. **If the user is a student**, it is likely that they have an existing account in the UCLC; please have them submit a support ticket to check on their account status by emailing info@learningcenter.ucsb.edu.
3. After the request form has been filled out, an IT Servicedesk support person will email with further instructions for the user to log in with their newly created Non-Employee account credentials.

When a Non-Employee account has been established, the user should log in using the "**NON-EMPLOYEE LOGIN**" button and enter the credentials emailed to them when their account was created, then search for the applicable course (see below) in the search bar at the top right.

A. For live course, search by typing in "*Fundamentals of Laboratory Safety – LIVE*"
B. For eCourse, search by typing in "*UC Laboratory Safety Fundamentals Initial*"

Please note: when a new account is created, sometimes you're not able to find any activities until the next day. If you have any other issues accessing the UCLC, or trouble completing the Lab Safety course, you can submit a ticket to Learning Center tech support by sending an email to info@learningcenter.ucsb.edu and it will auto-generate a ticket for you.

V.   **What about VISITORS who do not have a UCSBNetID, but will work in a lab?**
There is a method for visitors to obtain a temporary UCSBNetID. The department the visitor will be completing training for should have a DDE (Department Directory Editor) that will need to follow the steps indicated on this page to request and activate a UCSBnetID on behalf of the visitor: https://www.identity.ucsb.edu/departments/dde (scroll down to **Step-by-Step DDE Instructions** and click to expand).

VI.   **How can an individual generate documentation that they have completed the training?**
There are several options and individuals/departments can use any combination as it meets their needs:

1. When a user completes a live/online training they should receive a confirmation e-mail, which can be forwarded from the user to the PI/Lab Manager/Sponsor for proof of completion.

2. At any time after a training is completed, the learner can go into the UCLC and download a "certificate of completion". To save a PDF of the certificate to email as proof of completion, log in to your UCLC account and click the *Transcript & Certificates* button, then click the drop-down menu at the top left and change it from "Date Range" to "All" – you will then click the small diploma icon to the left of the applicable Lab Safety training listing and click "Export to PDF."

3. UCLC support can be contacted to check training records by emailing info@learningcenter.ucsb.edu

4. **PLEASE NOTE:** if you are not receiving automated confirmation emails from the UCLC system, you should also check to see that your email address is correct in the campus directory, which populates the email address in your UCLC user profile.

   1. Go to https://im.ucsb.edu/idm/manage

   2. Click the login link on the upper right and enter your UCSBNetID and password

   3. Click on the "Edit Your Name profile" block

   4. Does the PRIMARY DEPARTMENT EMAIL link show **UCSBNetID@ucsb.edu** and is the radio button pressed?

   5. If yes, you already have the correct business email address.

   6. If no, enter your **UCSBNetID@ucsb.edu** email address and press the radio button next to the PRIMARY DEPARTMENT EMAIL text.

   7. Click the Update Profile button on the lower right.

   8. Log out.

   9. Your email should be updated in the UCLC in as little as 15 minutes, or after 3 AM the next day.

Footnote 1. Includes any individual who actively performs work functions with hazardous materials or equipment in a "Laboratory/Technical Area" – defined as research labs; teaching labs (except for those enrolled in lab courses in the campus course catalog); QA/QC and analytical labs; vivaria. Individuals strictly working in Technical Areas such stock rooms, storage rooms, cold rooms, machine and other Workshops may be exempt from this training requirement as determined by EH&S.