Steps to access laboratory hazard Assessment for NON-EMPLOYEES

Never had active UCSBnet ID?

Have the person who directed you to access the system first obtain a UCSBnetID for you. This is usually the PI/Manager/Lab delegate (anyone employed at the UCSB).

This person completes the request via UCLC Create Non-Employee Accounts Request.

You will then receive an email with the new UCSB net ID.

Need to re-activate your UCSBnetID?

1. Contact ***info@learningcenter.ucsb.edu*** and ask to **re-activate** your account.
2. On the email **include**, the full legal name, the UCSBnetID, the current sponsor department, and the PI/Manager/Instructor.
3. You will receive additional instructions on how to access the reactivated account

I have an active UCSBnet ID.

1. Now login to Assessment to activate the Assessment program and log out. **Please note**: *this only activates the program and* ***will not*** *open the program to view the Assessment.*
2. Inform your PI/Lab delegate that you can now be added into their *Hazard assessment roster*.

PI/Lab delegate should let you know once your name is added into the roster.

Once you are added, login to Assessment to complete the laboratory hazard Assessment