Instructions on UC Learning Center for Fall Quarter 2012

IMPORTANT: You MUST submit the “Student & Affiliate Access Request Form” by 10/19/12. Otherwise, you will not have access to the training tutorials and you will not be eligible to pass the class!

- Go to [http://uclc.uci.edu/](http://uclc.uci.edu/)
- Under STUDENT & AFFILIATE ACCESS, click on “Student & Affiliate Access Request Form”
- Enter your UCnetID and password
- Choose “Bio Sci 194S Student”; Click “Submit”
Once you click “Submit”, it will show you when you will have access to the web site. Please DO NOT go to “Search” to look for the tutorials – this would create duplicate tutorials for you to complete and mess up the status results. Please wait until 10/19. If you have submitted the “Student & Affiliate Access Request Form” by 10/19/12, Bio Sci 194S training modules will be available on 10/24/12.

If you are a current UCI employee, you already have access to the web site. When you click on “Student & Affiliate Access Request Form”, it would say “As a current employee you access the UC Learning Center through the following link UC Learning Center”. You don’t need to submit “Student & Affiliate Access Request Form”. Please DO NOT go to “Search” to look for the tutorials – this would create duplicate tutorials for you to complete and mess up the status results. Please wait until 10/24/12, Bio Sci 194S training modules will be available on 10/24/12.
On 10/24/12, you can log in to the UC Learning Center at http://uclc.uci.edu/
Click on “LOGIN” on the right side of the screen
Enter your UCI netID and password
On "To Do" section, under “Training Activities”, you should have 7 tutorials.

- Click on "Register" (ie. Bloodborne Pathogens)
- Click on the little box for eCourse. (If there are options for either ILT course or eCourse, always choose eCourse.)
- Now all the modules that’s required for that training would show (with a check on its left hand side).
- You cannot check or un-check it.
- Click on "Submit" at the bottom.
- This should bring you to a page that shows you have registered for this particular training. On the left column, there is a "Start" with a green arrow. You can click on it to start your modules.

To see if you have completed the tutorials:
- On UC Learning Center, click on REQUIRED ACTIVITIES, make sure the Assignment Status (right column) of all tutorials are "Acquired" or "Attended". If the status of the tutorial is "Acquired" or "Attended", it means that you have completed that training tutorial.

Any Questions, please refer to FAQ or MessageBoard on EEE before emailing to bio194s@uci.edu

The preferred browsers for the best user experience are as follows:

PC:
- IE 7.0 and 8.0 (IE 6.0 is not officially supported, but users have no reported problems)
- Firefox 3.0 (learner and manager modes only; other modes not supported)

Mac:
- OS X (10.4), Firefox 3.0 (learner and manager modes only) and Safari 3.0 (learner and managers modes only)

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