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# **Access to UCLA Laboratories**

### 1. UCLA Logon Registration

- Visiting Researchers: You need to create a UCLA logon following these steps:
  - Click the 'New to Worksafe' link on the login page.
  - Then you can create a UCLA Logon ID on the left-hand side of the screen:

# Don't have a UCLA Logon ID?

New users can create a UCLA Logon ID and gain access to university resources.

#### CREATE A UCLA LOGON ID

- Agree to the terms of service.
- Select your affiliation (Step 1) via the option for those who do NOT have a UCLA ID number:

IF YOU DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID) AND YOU ARE NOT AFFILIATED WITH THE UNIVERSITY:

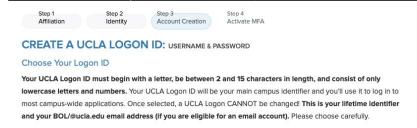
Accounts created without a 9 Digit UCLA ID Number (UID) can be used with, but may not have full access to, many UCLA applications. Users with unaffiliated accounts generally aren't eligible to receive campus services.

#### I DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID)

Create your identity (Step 2):



Create your account (Step 3):



- · Confirm.
- Enable Multi-factor Authentication (Step 4 optional).
- After activation, return to the UCLA Worksafe and login.
- Confirm your email address to complete New User Registration

(This step is not required for UCLA-based researchers).

#### 2. Complete the UC Laboratory Safety Fundamentals Course

- Sign in to Worksafe
   (https://worksafe.ucla.edu/UCLA/Programs/Standard/Control/elmLearner.wml?portalid=Learnerweb)
- Select the 'Course Search' link under the main menu bar.
- Find and select the 'Laboratory Safety Fundamentals' course.
- Register and take the course at your convenience.
- Download the certificate and send it to Michael Lake (mlake@cnsi.ucla.edu) if you are using the Living Biofoundry Facility, or to Matthew Mecklenburg (mmecklenburg@cnsi.ucla.edu) if you are using the microED Facility.

(UC-affiliated researchers from other campuses may use their own UC Learning Center).

## 3. Create an Account on CNSI Laboratory Management System (CLMS)

- Visit CLMS to set up a user account. (http://clms.cnsi.ucla.edu)
- After logging in, navigate to "My Account" and select the "Lab Information" tab. Request authorization for the desired Technology Center by clicking "Request Authorization."

#### 4. Submit Required Documentation

- Fill out and sign the CNSI Technology Centers User Agreement (attached to your CLMS account). This form only needs to be submitted once.
- Submit the signed agreement either by email or in person during training.

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