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Access to UCLA Laboratories

1. UCLA Logon Registration

- Visiting Researchers: You need to create a UCLA logon following these steps:
 - 1. Click the 'New to Worksafe' link on the login page.
 - 2. 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

- 1. Agree to the terms of service.
- 2. 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:

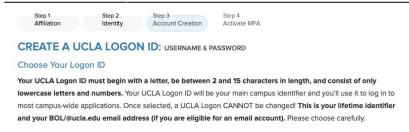
Accounts created without a 9 Digit UCLA ID Number (UID) can be used with, but may not have full access to, many UCLA applications. Users with unaffiliated accounts generally aren't eligible to receive campus services.

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

3. Create your identity (Step 2):

Step 1 Affiliation	Step 2 Identity	Step 3 Account Creation	Step 4 Activate MFA
CREATE A U	CLA LOGON	N ID: SET YOUR IDEN	тітү
You are creating an	account without a	9 Digit UCLA ID Numb	per (UID). Although usable with some UCLA applications, a
account created wit	hout a 9 Digit UCL	A ID Number (UID) is r	not generally eligible to receive campus services (email,
network access). If y	ou are a student,	alumnus, faculty, staf	f, or contractor, please <u>create</u> a UCLA Logon with your 9
Digit UCLA ID Num	ber (UID) to ensu	re access to university	resources.
Tell us a bit abou	it yourself		

1. Create your account (Step 3):



- 1. Confirm.
- 2. Enable Multi-factor Authentication (Step 4 optional).
- 3. After activation, return to the UCLA Worksafe and login.
- 4. 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 Eleni Papananou (hellen@ucsb.edu).

(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 (https://bit.ly/4gc9nrA). This form only needs to be submitted once.
- Submit the signed agreement either by email to hellen@ucsb.edu.

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