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):

| Step 1 Affiliation | Step 2 Identity | Step 3 Account Creation | Step 4 Activate MFA |

CREATE A UCLA LOGON ID: SET YOUR IDENTITY

You are creating an account without a 9 Digit UCLA ID Number (UID). Although usable with some UCLA applications, an account created without a 9 Digit UCLA ID Number (UID) is not generally eligible to receive campus services (email, network access). If you are a **student, alumnus, faculty, staff, or contractor, please** create **a UCLA Logon with your 9 Digit UCLA ID Number (UID) to ensure access to university resources.**

Tell us a bit about yourself

- Create your account (Step 3):

| Step 1 Affiliation | Step 2 Identity | Step 3 Account Creation | Step 4 Activate MFA |

CREATE A UCLA LOGON ID: USERNAME & PASSWORD

Choose Your Logon ID

Your UCLA Logon ID must begin with a letter, be between 2 and 15 characters in length, and consist of only lowercase letters and numbers. Your UCLA Logon ID will be your main campus identifier and you'll use it to log in to most campus-wide applications. Once selected, a UCLA Logon CANNOT be changed! This is your lifetime identifier and your BOL/@ucla.edu email address (if you are eligible for an email account). Please choose carefully.

- 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 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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https://bpm-wiki.cnsi.ucsb.edu/ - **NSF BioPACIFIC MIP Wiki**

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