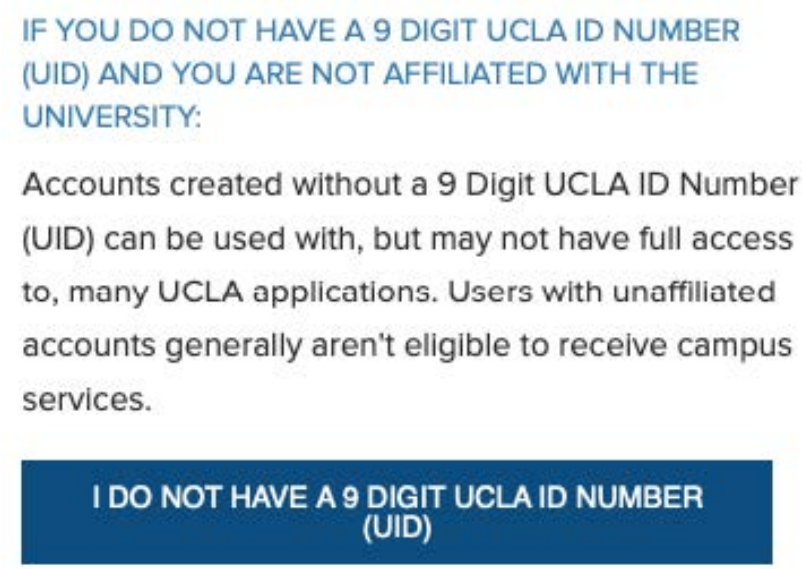
Access to UCLA Laboratories

1. UCLA Logon Registration

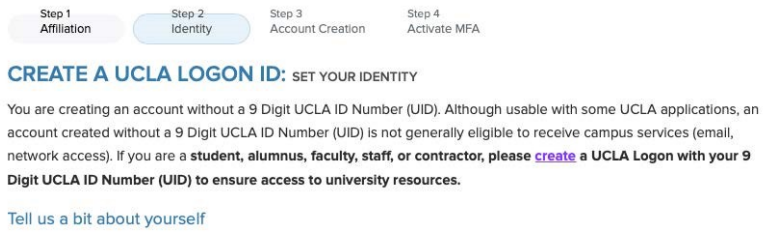
Visiting Researchers: You need to create a UCLA logon following these steps:

- Go to https://ehs.ucla.edu/training-support/overview/navigating-worksafe
- Then you can create a UCLA Logon ID on the left-hand side of the screen:

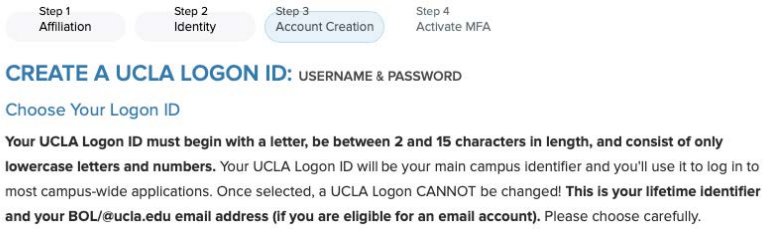
- Agree to the terms of service.
- Select your affiliation (Step 1) via the option for those who do NOT have a UCLA ID number:



- 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 https://worksafe.ucla.edu/ucla/Programs/Standard/Control/elmLearner.php.
- Select the ‘Course Search’ link under the main menu bar.
- Find and select:
    1. ‘Laboratory Safety Fundamentals’,
    2. 'Biosafety Fundamentals: BSL2 and BSL2+' and,
    3. 'Fire and General Safety' course.
- Register and take **all three courses** at your convenience.
- Download the certificates and send it to Saejin Oh (saejinoh@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.
- After logging in, navigate to “My Account” and select the “Lab Information” tab. Request authorization for the desired Technology Center by clicking “Request Authorization.”
- Fill out and return the “Building Access Request Form” to us via email along with a photo.

4. Submit Required Documentation (if you haven't already)

- Fill out and sign the CNSI Technology Centers User Agreement. This form only needs to be submitted once.
- Submit the signed agreement by email to saejinoh@ucsb.edu.

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Last update: **2026/07/09 18:50**