



Access to UCLA Laboratories

1. UCLA Logon Registration

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

- Go to [UCLA EH&S](#)
- 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](#).
- 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 the project scientists 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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