

CNSI Technology Center Operations Policy

User Laboratory Safety Training Requirements

(Revision 1 – October 1, 2020)

To gain access to the CNSI Technology Centers, **ALL** users must provide certification of laboratory safety training provided by UCLA Environmental Health & Safety. All users are required to complete the UCLA Laboratory Safety Fundamentals course before initiating any work in a laboratory. Individual Technology Centers may have additional requirements. Users should consult with Technology Center staff to ensure that all safety training requirements are met prior to starting work.

Safety training is provided online via the UCLA Worksafe website:

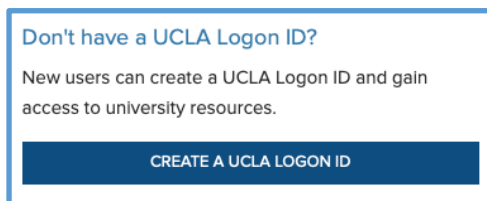
<https://worksafe.ucla.edu/UCLA/Programs/Standard/Control/elmLearner.wml?portalid=Learnerweb>

A UCLA Logon is required to complete UCLA-provided online safety trainings. UCLA-affiliated users should use their UCLA Logon to access training content. External, non-UCLA can create a UCLA Logon by following these steps:

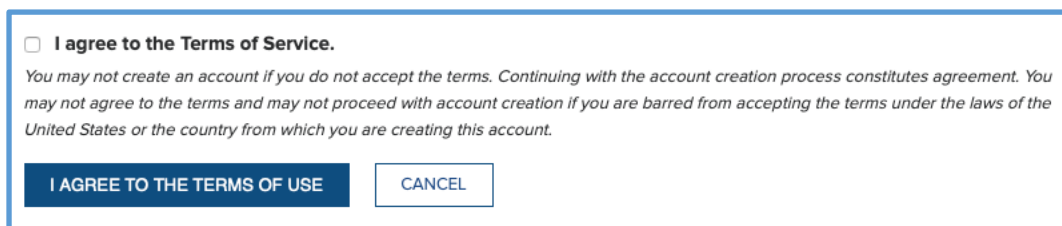
- Click the 'New to Worksafe' link on the login page:



- Then you can create a UCLA Logon ID on the left-hand side of the screen:



- 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

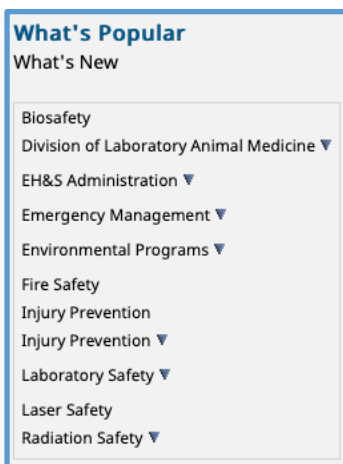
Choose Your Logon ID

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
- 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.
- You will also need to register for all safety trainings required by the Technology Center for which you request access. These additional courses can be most easily identified and located using the 'What's Popular' menu located on the left-hand-side of the page:



- Common examples include:
 - Laser Safety Fundamentals
 - Biosafety Fundamentals: BSL2 and BSL2+
 - Bloodborne Pathogens Online Training
 - Safe Use of Biosafety Cabinets

In order to accommodate your membership request/access to the Technology Centers, you will also need to setup a User account on the CNSI Laboratory Management System (CLMS) by following these steps:

- Please visit <http://clms.cnsi.ucla.edu> to setup a User account.
- After creating an account, login and scroll down to the bottom of the page. There you will find a button/link to 'My Account'. Follow this link to your profile and then select the 'Lab Information' tab. Look for the Technology Center of interest and press the 'Request Authorization' button.
- Fill out and sign the any required User Agreement in its entirety and upload it to your CLMS account. Once this is filled out and approved by the business office, we can authorize you to schedule training, make reservations, etc.
- Fill out and sign the CNSI Technology Centers User Agreement (attached). This form is general for all CNSI Technology Centers and only needs to be filled out once. Email this file to us or bring it with you to training.