UC San Diego
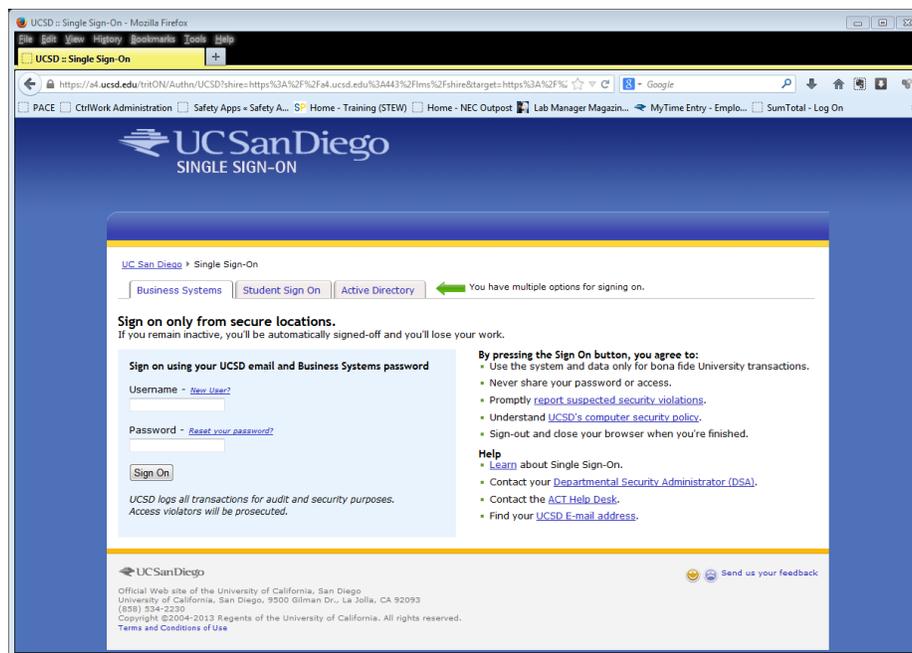## Environment, Health and Safety

Instructions for UC Learning Center Access

To complete required safety trainings you must have access to the UC Learning Center (UCLC). The UCLC can be accessed using a UCSD Business Systems Single Sign-on (SSO), Personal Identification Number (PID) and Personal Access Code (PAC), or with an Active Directory (AD) Username and Password. Choose the appropriate tab on the sign-on page.

For UCSD employees, use the Business Systems tab and sign on using SSO. Register on blink at http://blink.ucsd.edu/go/ssonew if you do not have a SSO account already.

> For answers to general questions about using your UCSD Single Sign-On account, please visit: http://blink.ucsd.edu/go/sso

Employees may also access UCLC using the Active Directory tab and entering their AD username and password typically used with UCSD computing resources, such as email and network access.

For UCSD Students, use the Student Sign On tab and enter your PID (Personal Identification) number (A#######) and Personal Access Code (PAC) or password, normally used to access TritonLink and register for classes. If you have difficulty with your PID/PAC, information can be found at http://students.ucsd.edu/campus-services/technology/computers/pac.html

For Non-UCSD People, you will need to have your department sponsor you.

Contact the Department Security Administrator (DSA) for your Principle Investigator's (PI) department and request them to sponsor you as a UCSD affiliate via UCSD's MyAffiliates site. This will create a Non-UCSD SSO account for you.

To find the DSA(s) for the PI's department, use the tool https://altng.ucsd.edu/extras/dsaSearch.jsp and enter the email address of the PI and click submit.

Once an account has been setup, an email will be sent requesting you to reset the temporary password for your affiliate account. Go to http://uclearning.ucsd.edu and login using the Business Systems tab, entering your affiliate username (AFF…) and temporary password. You will be prompted to reset the password before being given access to the UC Learning Center.

MyAffiliates
MyAffiliates (https://myaffiliates.ucsd.edu/) is a web based application that allows departments to sponsor and add identity information for people who don't already exist in core campus systems. MyAffiliates will create SSO accounts for these people.

DSA Non-UCSD SSO Sponsorship
In order for a Non-UCSD person to have an SSO account, the DSA for a department will need to log into MyAffiliates website. Before attempting to create a new record, first search for the individual by PID, EID, email, etc., to ensure a duplicate record is not created. On the Add tab, fill out all the required fields. Please fill out as much information as you can beyond what is required. Multiple departments may sponsor the same Non-UCSD person but there can only be one sponsorship for that Non-UCSD person within the same department at any given time. Click the "Add New" button and the new affiliate account will be created. An email will be sent to the Non-UCSD person with their temporary password.

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