<u>**Obtaining a Temporary UCSB NetID:**</u>

External users are not affiliated with UCSB and therefore will have to get a temporary UCSB NetID to complete the safety training through the UC Learning Center (LC).Please obtain a temporary UCSB NetID through the Identity Manager (http://www.identity.ucsb.edu/customers/affiliates/) by following the steps below.

1. Contact Fuzzy Rogers (fuz@mrl.ucsb.edu) to request a temporary UCSB NetID. Provide the following information in your request:

    -   Affiliate Type: Academic Affiliate/Guest
    -   First Name:
    -   Last Name:
    -   Birthdate:
    -   E-Mail Address:
    -   Sponsor Department Code: MTRL

2. You will receive an email with a unique "Annex Locator" token. Be sure to save the Annex Locator tokens, as they may be needed for future Identity Manager sessions.
3. Go to the Identity Manager site (https://secure.identity.ucsb.edu/manager/) and choose "An Affiliate of the University" and sign in using your Annex Locator.
4. Once signed in you may select a UCSB NetID, passwords and security questions.

<u>**Enrolling in the Learning Center Safety classes with Temporary UCSBNet ID:**</u>

1. To enroll in courses through the LC please provide your UCSB NetID and legal name to your sponsoring MRL contact, i.e. the facility's manager. This may take up to a day or two.
2. You will receive a confirmation email with log-in instructions once your enrollment is complete. The LC can be accessed at: http://learningcenter.ucsb.edu. Please list the MRL Lab Facility Manager as your Supervisor for the LC trainings.
    All external industrial or academic researchers (and most undergraduates) will fall into the **Non-employee** category. For assistance email info@learningcenter.ucsb.edu. Note that most MRL lab facilities require additional training that builds on the EH&S class.
3. To find the wanted course, use the "Search" function by entering "LS60" (See notes below). Enroll and take training and quiz.

    IMPORTANT: Please print out either the Certificate of Completion or forward the email you receive from the Learning Center confirming your attendance and score, and attach to your MRL Safety Training Documentation. The form is <u>NOT</u> complete without it.

    PLEASE NOTE: External facility users are only required to complete LS60. The LC may suggest other trainings for you but they are not necessary. Some equipment, such as Xray diffractometers, may require extra training but the facility manager will let you know any training, other than LS60, that are required.

<u>**Which of the 2 possible training courses does a lab worker have to take?**</u>

Online Training: *Fundamentals of Laboratory Safety* **(LS60)**
Any facility user may take either the on-line version (LS60) or the above live version (LS01).   Only the online version is required. Complete the online training on the UC Learning Center (UCLC) following the instructions above. Note: some PIs/departments require their workers to take online training until the next live class is offered.