UC Learning Center – Training Course Requirements

As an employee with UCI Division of Continuing Education, you are required to comply with both UCI and UCOP's mandates on trainings. Newly employed users are required to complete courses within their first six weeks. Throughout the duration of your employment, you will be required to repeat many of the training courses based on the frequencies listed below that could change at any time.

The UC Learning Center will send employees training reminders to their UCI email addresses and the DCE Human Resources department will follow-up with overdue training courses. Course contracts will not be renewed if UCLC training courses are overdue.

User Guides

- How to log in to my UC Learning Center account
- Activate my UCnetID
- How to Reset Your UCInetID Password
- Register for and Start an eCourse

Supported Browser Compatibility: The UC Learning Center supports Internet Explorer, Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. However, as new browser versions are introduced, you may experience some challenges. If you are using a newer version of a browser and it is not working properly, please contact uclearningcenter@uci.edu.

Common Training Courses:

- o **Safety Training Self-Assessment**

Summary: This self-assessment is to assess your working conditions and assign courses based on your selections.
- Requirement: At time of hire and repeated every three years.
- It will take approximately 10 minutes to complete.

- o **UC Cyber Security Awareness Training**

Summary: The Cyber Security Awareness training provides information and reminders on threats facing the University and what each of us can do mitigate them.
- Requirement: At time of hire and renewed every year.
- It will take approximately 50 minutes to complete.
- Direct link to training here.

o **Ergonomics Computer and Office**

Summary: This course identifies the hazards and risk factors in an office and computer environment. It provides solutions and recommendations to prevent physical and psychological health risks.

- Requirement: At time of hire.
- It will take approximately 50 minutes to complete.
- Direct link to training here.

o **Safety Fundamentals (Topic)**

Summary: This course replaces Core Safety. It covers the following workplace safety topics: Ergonomics, Emergency Preparedness, Earthquake Safety, Fire & Electrical Safety, Hazard Awareness, and Environmental Stewardship. The course is available as an eCourse for most learners but also as an instructor-led-class for selected audiences.

- Requirement: At time of hire.
- It will take approximately 50 minutes to complete.
- Direct link to training here.

o **UC Sexual Violence and Sexual Harassment Prevention Training (Staff)**

Summary: This training is for employees who are not required to complete California's AB1825 mandated training for supervisory employees. It provides information on preventing and responding to sexual violence and sexual harassment and what each of us can do to make our UC Culture safer for all.

- Requirement: At time of hire and every two years.
- It will take approximately 50 minutes to complete.
- Direct link to training here.

In lieu of the online training, any faculty/staff/student employee may enroll in the Life Theatre Training below.

o **Life Theatre Training**

Summary: An exhilarating, educational and fun alternative to online sexual harassment prevention training. Life Theatre uses professional actors to dramatize real life scenarios that illustrate both overt and subtle forms of sexual harassment. Once these short plays are performed, a facilitator stops the action and invites the UCI audience to talk directly to the characters. Participants can ask questions, give advice, agree or disagree with any of the actions presented. The actors then respond as their characters, and a lively discussion takes place between the audience and the formers.

- Space is limited.
- This will take 2 hours to complete.
- Direct link to sign up here.

- o **General Compliance Briefing: UC Ethical Values and Conduct**

Summary: This training is designed to raise continued awareness of the University of California Statement of Ethical Values and Standards of Ethical Conduct, and to convey University employment obligations with respect to ethical and compliant behavior. The purpose is not to teach University policy or ethics but to familiarize UC employees with important ethics and compliance information, issues and resources.

- ▪ Requirement: At time of hire.
- ▪ It will take approximately 50 minutes to complete.
- ▪ Direct link to training [here.](#)

UC Learning Center: http://www.uclc.uci.edu/

- o **UC Cyber Security Awareness Training:**
  https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D284235%26UserMode%3D0
  Ergonomics Computer and Office
  https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D38917%26UserMode%3D0
- o **Safety Fundamentals (Topics)**
  https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D218494%26UserMode%3D0
- o **UC Sexual Violence and Sexual Harassment Prevention Training for Staff**
  https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D290238%26UserMode%3D0
  General Compliance Briefing: UC Ethical Values and Conduct
  https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D332353%26UserMode%3D0