

UC Learning Center (UCLC)

Overview & Navigation

Learning & Organization Effectiveness

Health Human Resources

Preface

- This is an informational document about the UC Learning Center, which is the learning management system for UC San Diego Health.
- UC San Diego employees and affiliates access the UC Learning Center via different pathways.
 - UCSD Employees are hired and paid by UC San Diego Health
 - Affiliates (Non-UCSD Employees) include travelers, registry, and those individuals who are not UC employees.
- It is important to note:
 - **UC Employees must have their active directory setup before completing learning modules in the UC Learning Center. Typically, this is after you've been able to access your UCSD email.**
 - **If your active directory is not yet setup, you will not be able to log in. New hires who have not been fully processed in our payroll system will experience delays and are encouraged to check back in the coming days (typically 24 - 48 hours).**

Topics

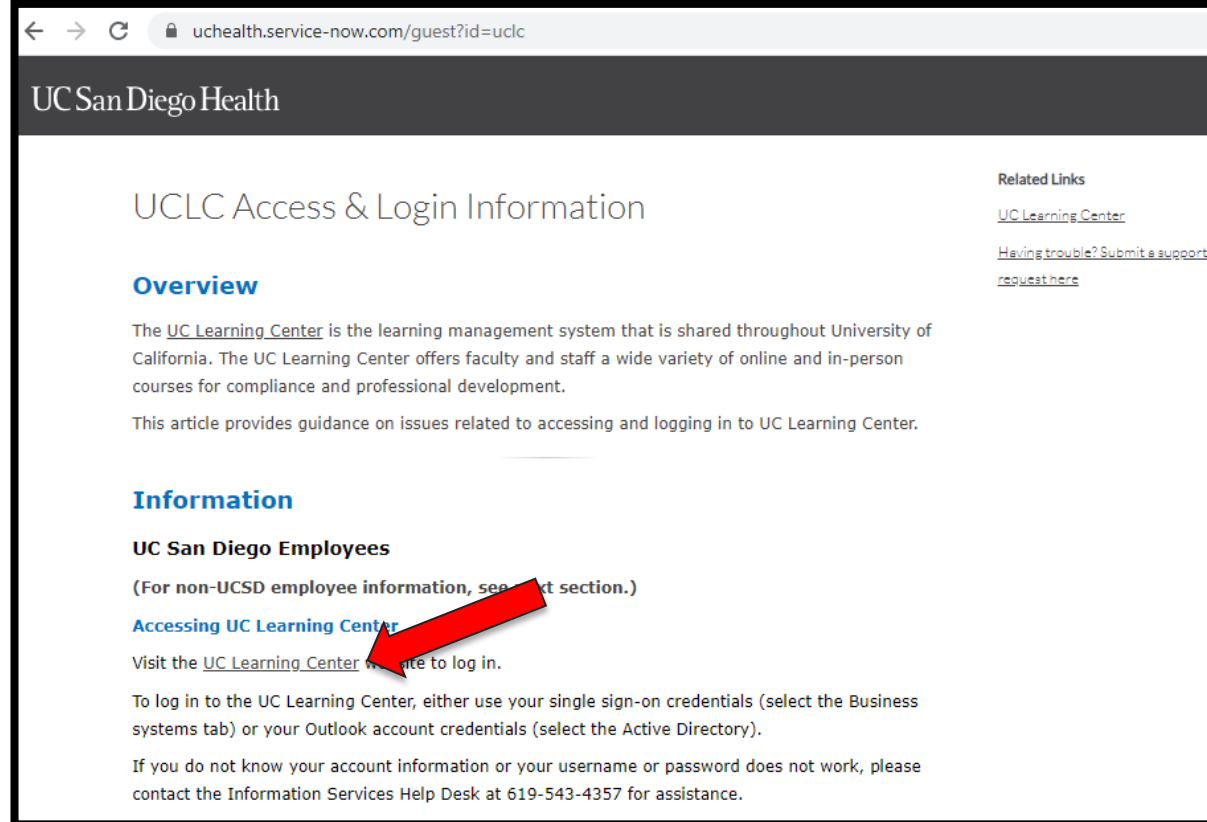
- Logging into the UC Learning Center (UCLC)
 - UCSD Employee Log In – pages 5-6
 - Affiliate (Traveler/Registry/Non-UCSD Employee) Log In – page 8
- Review of the UCLC Tiles
- Free learning and development resources (Skillsoft and My UC Career)
- Navigating to your UCLC Timeline and Tasks to find your EPIC trainings – page 14
- How to contact the UCLC administration team
 - Process for Employee – page 16-17
 - Process for Affiliate (Traveler/Registry/Non-UCSD Employee) – page 19

Employee

UC Learning Center Log In

Logging into the UC Learning Center (as an employee)

- Open web browser and type/navigate to **mycourses.ucsd.edu**.
Recommended browser to use: Chrome (preferred), FireFox, Safari, Internet Explorer.
Please make sure your Flash Player setting is turned on.
- Click on the link shown below.



UC San Diego Health

UCLC Access & Login Information

Overview

The [UC Learning Center](#) is the learning management system that is shared throughout University of California. The UC Learning Center offers faculty and staff a wide variety of online and in-person courses for compliance and professional development.

This article provides guidance on issues related to accessing and logging in to UC Learning Center.

Information

UC San Diego Employees

(For non-UCSD employee information, see [next section](#).)

Accessing UC Learning Center

Visit the [UC Learning Center](#) website to log in.

To log in to the UC Learning Center, either use your single sign-on credentials (select the Business systems tab) or your Outlook account credentials (select the Active Directory).

If you do not know your account information or your username or password does not work, please contact the Information Services Help Desk at 619-543-4357 for assistance.

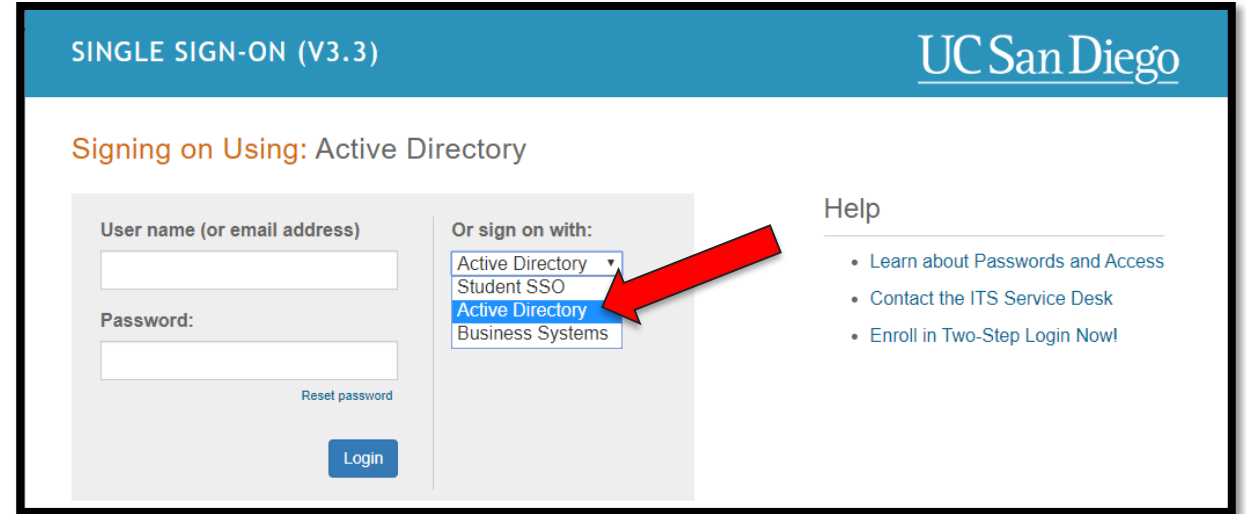
Related Links

- [UC Learning Center](#)
- [Having trouble? Submit a support request here](#)

Log-in Page for UC Employees

- Select 'Active Directory'.
- Use your active directory user name to log in.

**Important Note:* If your active directory is not yet setup, you will not be able to log in. New hires who have not been fully processed in our payroll system will experience delays and are encouraged to check back in the coming days (typically ~24 - 48 hours).



Once you've logged in, you should see the Welcome to the UC Learning Center home page.

**Important Note:* Please do not use your mobile device or iPads when using the UCLC. It is best to use your desktop computer or laptop.



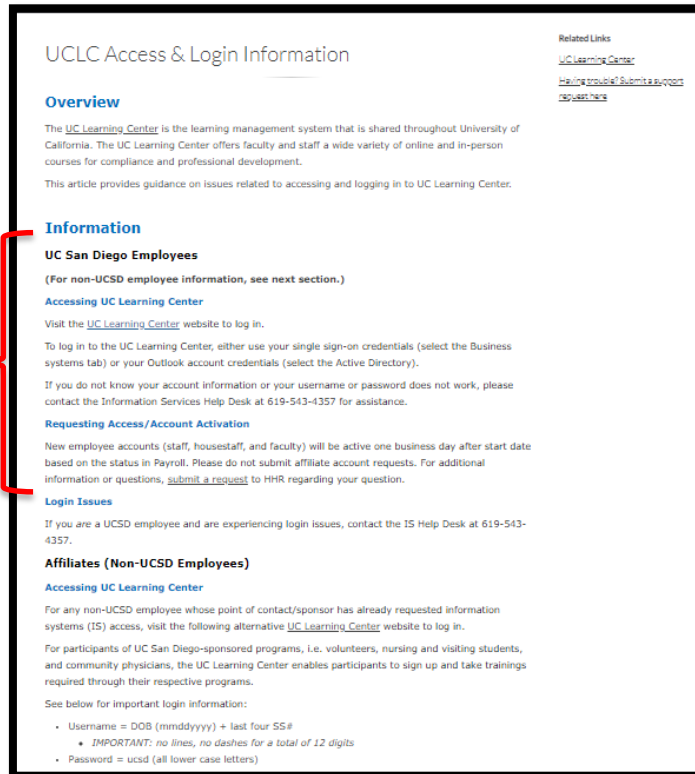
Affiliate (Traveler/Registry/Non-UCSD Employee)

UC Learning Center Log In

Logging into the UC Learning Center (as an affiliate)

Affiliates include travelers, registry, and those individuals who are not UC employees.

- Open web browser and type/navigate to **mycourses.ucsd.edu**.
Recommended browser to use: Chrome (preferred), FireFox, Safari, Internet Explorer.
Please make sure your Flash Player setting is turned on.
- Scroll to the section labeled **Affiliates (Non-UCSD Employees)**.
 - Use the link within this section as shown below to access the UCLC.



Do not
use this
section

Affiliates (Non-UCSD Employees)

Accessing UC Learning Center

For any non-UCSD employee whose point of contact/sponsor has already requested information systems (IS) access, visit the following alternative [UC Learning Center](#) website to log in.

For participants of UC San Diego-sponsored programs, i.e. volunteers, nursing and visiting students, and community physicians, the UC Learning Center enables participants to sign up and take trainings required through their respective programs.

See below for important login information:

- Username = DOB (mmddyyyy) + last four SS#
 - **IMPORTANT: no lines, no dashes for a total of 12 digits**
- Password = ucsd (all lower case letters)

Affiliate UCLC Link

Affiliate Log in information

Once you are logged into the UCLC,
the UCLC homepage will be the same for both employees and affiliates.

Review of the UC Learning Center Tiles (1 of 2)



Click here to see what you are currently registered for. These do not have due dates.

Click here to access trainings that are mandatory. These typically have a due date.*

Click here to find all trainings that you've completed. You can print out completion certificates here.

If you need to register for any courses/classes, click here to search.

**For mandatory trainings shown as overdue, you have ~14 days to complete them.*

Review of the UC Learning Center Tiles (2 of 2)



Click here to access free online learning Skillssoft resources (eCourses, videos, books, etc.).*

**See page 12.*

Click here to log into the MyPerformance to complete your performance review.*

Click here to access career resources (resume builder, interview practice tips, etc.)

**See page 13.*

Click here to access online videos to learn more about the UC Learning Center.

Click here and you will be directed to the HHR website where you can submit an online inquiry to the UC Learning Center team.*

**Employees see pages 15-16. Affiliates see page 18.*

Skillsoft – Free Online Learning Resources



- Soft Skill Training (i.e. Time Management, Goal Setting, Communication, Critical Thinking)
- Desktop Skills (i.e. Excel, Powerpoint, Word)
- Project Management Certification (Prep Courses)
- Six Sigma Courses
- Skillsoft® Books

My UC Career



UNIVERSITY OF CALIFORNIA My UC Career

DISCOVER YOUR CAREER PATH
Providing you with tools to learn more about your strengths, skills, and opportunities.

-  **Discover Your Employment Preferences**
-  **In-depth Self-Assessments**
-  **Resume Development**

 **Get started by logging into <https://uc.yournextstep.com/GetStarted>**

A photograph of a smiling woman with dark hair pulled back, wearing a grey blazer and a necklace, looking towards the camera.

Navigating to your UCLC Timeline and Tasks to find your EPIC trainings

- Please click on the timeline/task icon located in the upper right hand corner to find out what EPIC class(es) you are registered for.
- After clicking the timeline/task icon, you will also see what registrations are pending and still need to be completed.

The image shows two screenshots of the UC Learning Center interface. The top screenshot displays the main dashboard with a navigation menu in the upper right corner. A red arrow points to the menu icon, and a yellow callout box labeled "Timeline" points to the menu item. The dashboard features a large banner with the text "Welcome to the UC Learning Center" and a grid of service tiles including "Manage My Registrations", "Assigned Training", "Transcript & Certificates", "Find A Course", "Skillsoft Books 24x7", "MyPerformance", "Managing Your Career", "How Do I? / FAQ", and "Support". The bottom screenshot shows the "TIMELINE" view, which includes tabs for "ALL", "TASKS", and "LEARN", a "Refresh" button, and a "Filter" dropdown menu set to "All". A red arrow points from the menu icon in the top screenshot to the "TIMELINE" view in the bottom screenshot.

For Employees

Process for how to contact the UC Learning Center Administration Team

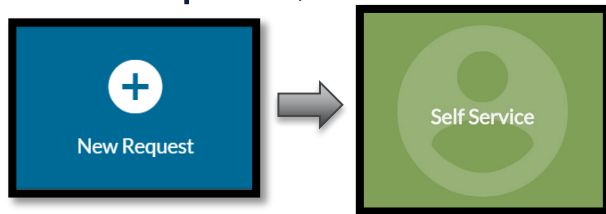


For Employees

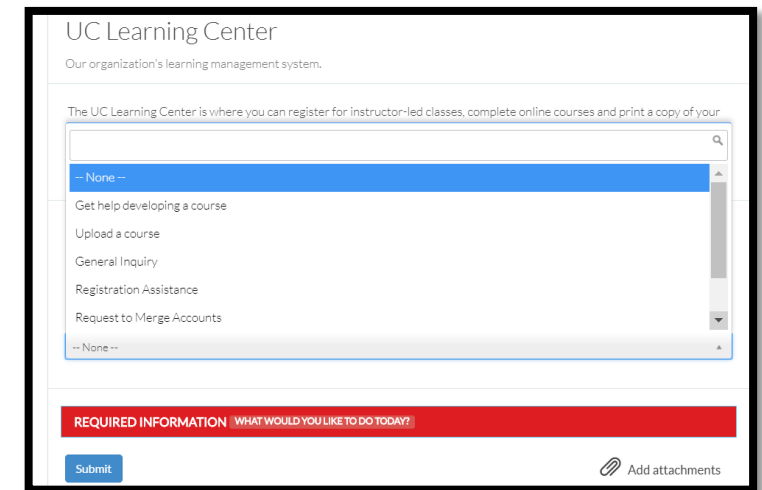
... Have a question about the UC Learning Center?

If you need assistance or have additional questions, contact the Health Human Resources UC Learning Center administration team by doing the following step:

1. Go to HHR website hhr.ucsd.edu.
2. Click New Request, Click on Self Service.



3. Locate Learning & Development.
4. Click on UC Learning Center.
5. Complete online request form for what you have a question on.
6. Click Submit.





For Employees

Types of Questions - Examples

UCLC	Not UCLC
<ol style="list-style-type: none">1. Can't get a course completion2. Can't register3. Missing courses4. Problems launching course (e.g. blank screen)5. Problems logging into UCLC, except Active Directory (if Active Directory, contact 3-HELP)	<ol style="list-style-type: none">1. Active Directory related questions2. EPIC assignments and registrations

For Affiliates

Process for how to contact the UC Learning Center Administration Team

... Have a question about the UC Learning Center?

If you are an affiliate and need assistance or have additional questions, contact the Health Human Resources UC Learning Center administration team by doing the following step:

1. Go to mycourses.ucsd.edu.
2. Scroll down to Login Issues.
3. Click 'please submit a request using this form'.
4. Complete UCLC Inquiry online form.
5. Click **Submit**.

UCLC Access & Login Information

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Requesting Access/Account Activation

New employee accounts (staff, housestaff, and faculty) will be active one business day after start date based on the status in Payroll. Please do not submit affiliate account requests. For additional information or questions, [submit a request](#) to HHR regarding your question.

Login Issues

If you are a UCSD employee and are experiencing login issues, contact the IS Help Desk at 619-543-4357.

Affiliates (Non-UCSD Employees)

Accessing UC Learning Center

For any non-UCSD employee whose point of contact/sponsor has already requested information systems (IS) access, visit the following alternative [UC Learning Center](#) website to log in.

For participants of UC San Diego-sponsored programs, i.e. volunteers, nursing and visiting students, and community physicians, the UC Learning Center enables participants to sign up and take trainings required through their respective programs.

See below for important login information:

- Username = DOB (mmddyyyy) + last four SS#
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- Password = ucsd (all lower case letters)

Requesting Access/Account Activation

If you are not a UC San Diego employee and do not yet have a UC Learning Center account, have your UC San Diego program point of contact/sponsor fill out the [IS Access Request Form](#) and you will receive an affiliate account within 2-3 business days.

Login Issues

If you are not a UCSD employee and are experiencing login issues, [please submit a request using this form](#).

UC San Diego Health

UCLC Inquiry

Need help getting access to or using the UC Learning Center? Describe your problem or request, and our elite team of UCLC administrators will assist you.

What is your name?

What phone number can we reach you at?

What is your email address?

How can we help?

Submit

Related Links
[UC Learning Center](#)
[Access & Login Information](#)