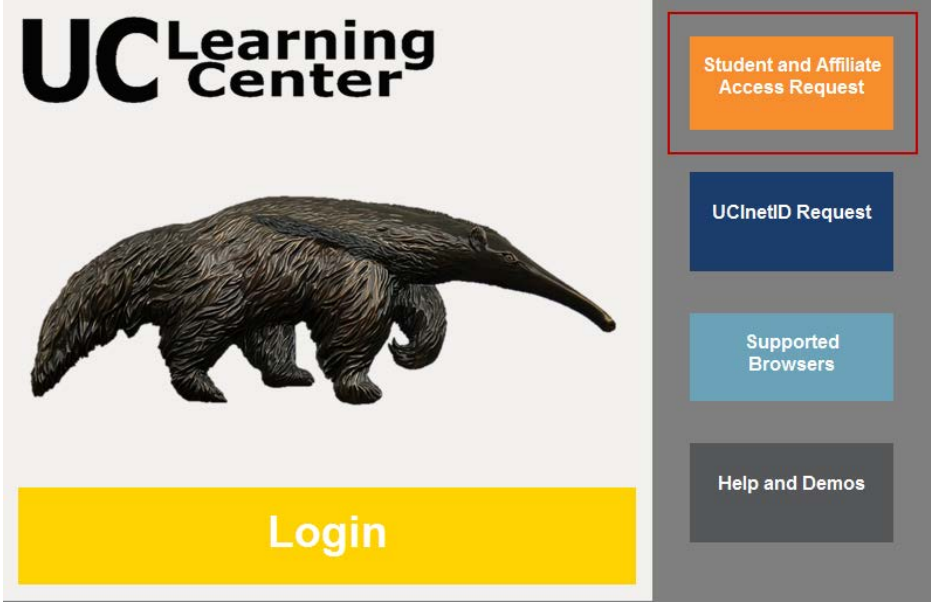
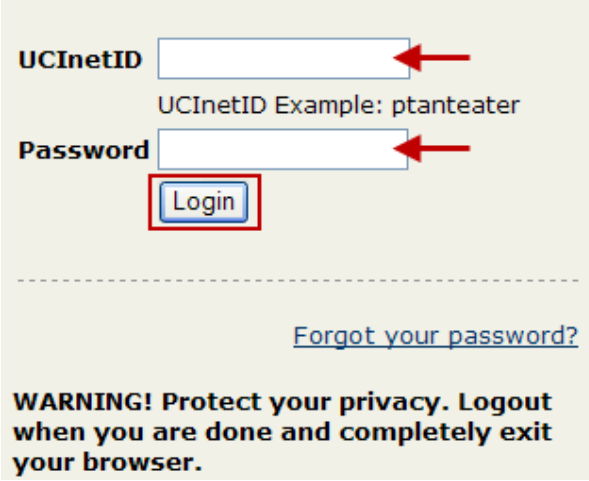
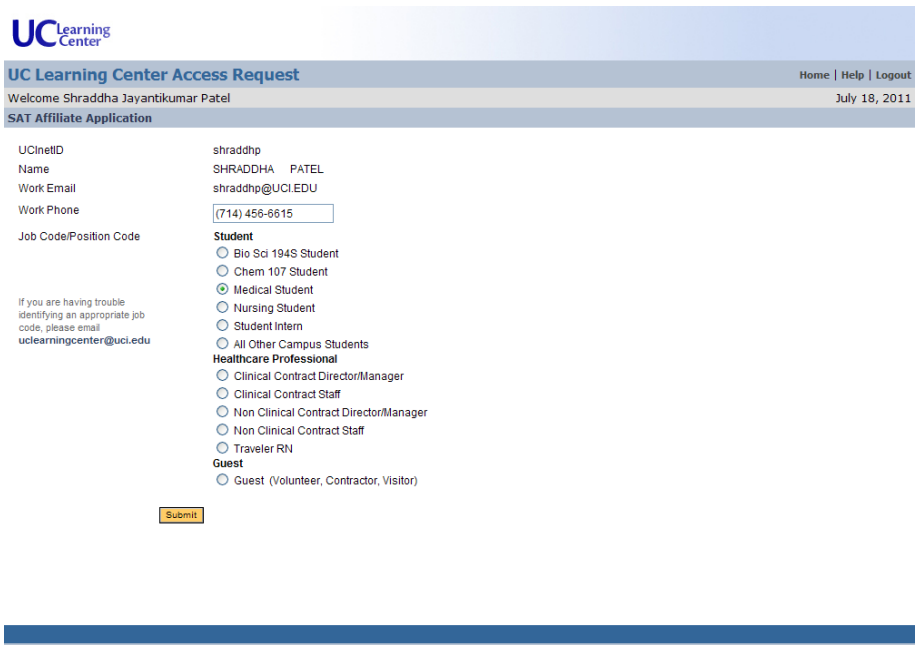
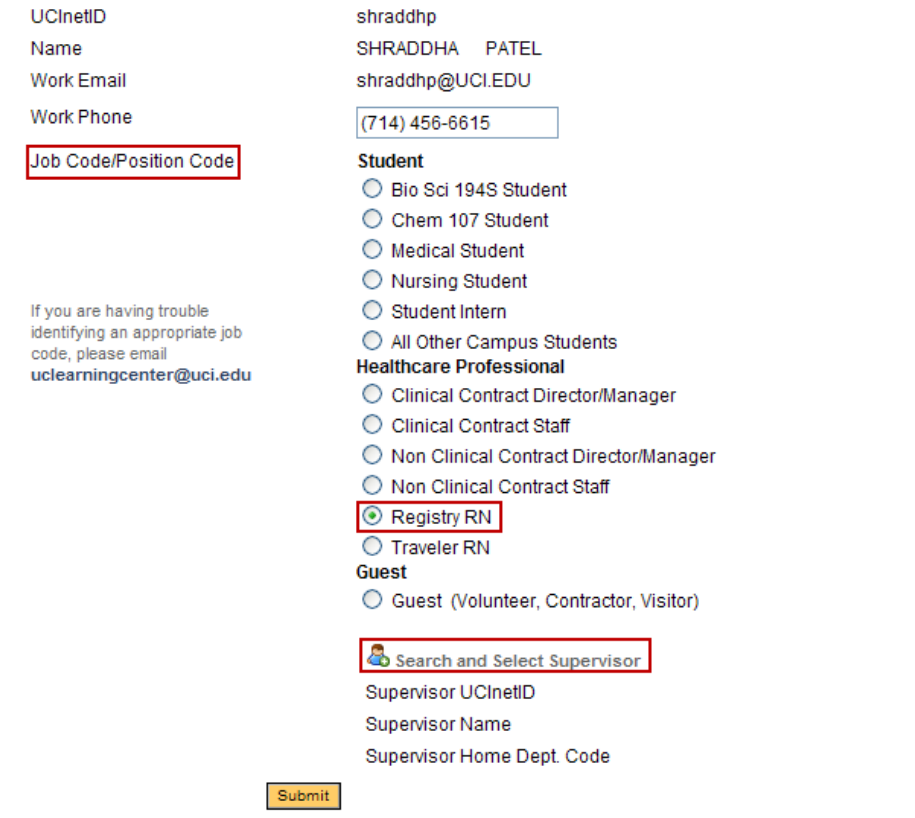
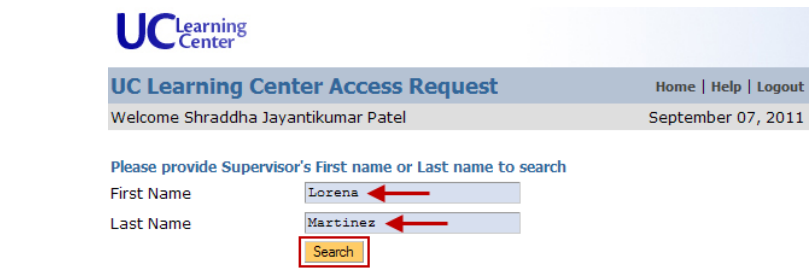
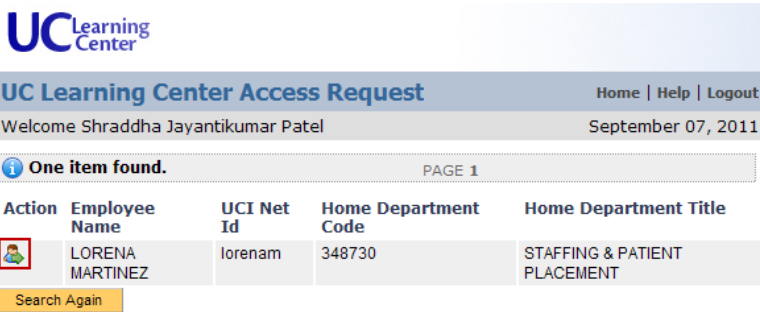
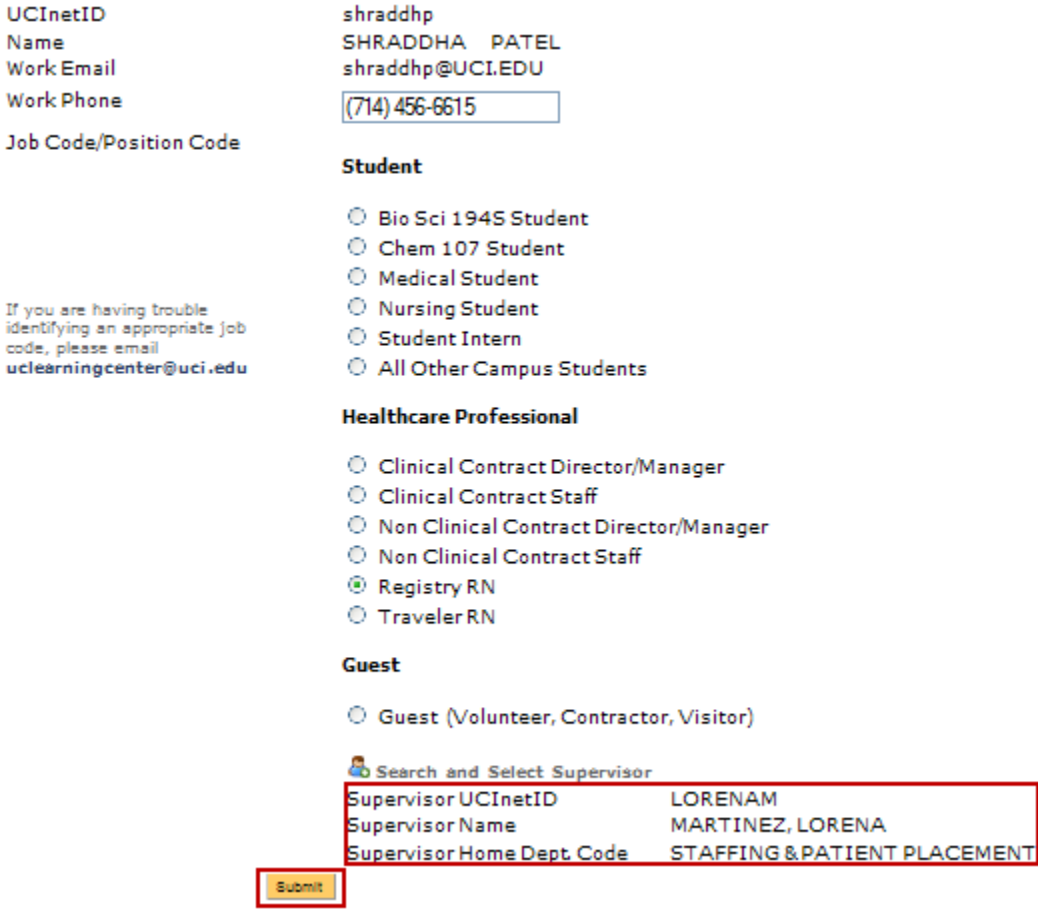
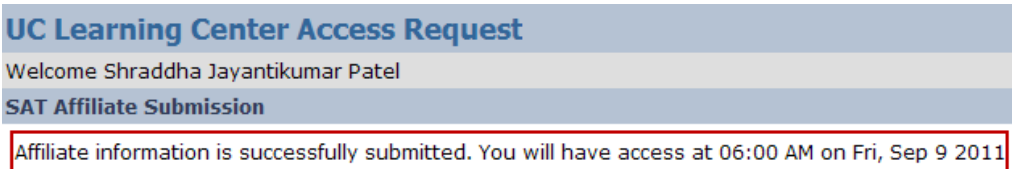


UC Learning Center
How to Fill Out Affiliate Form – Registry RNs

<p>STEP 1</p>	<p>Click the below link to open the UC Learning Center login page: http://uclc.uci.edu/</p>	
<p>STEP 2</p>	<p>After the login page opens, click <i>Student & Affiliate Access Request Form</i> (located on the lower left side of page).</p> <p>Note: If you have not already activated your UCI NET ID, please do so by clicking the <i>Student & Affiliate Access Request Form</i> link and then the <i>Activate your UCInetID</i> link. Follow the directions to activate your UCI NET ID and then proceed to Step 3.</p>	
<p>STEP 3</p>	<p>Type in your UCInetID and password. Then click <i>Login</i>.</p>	 <p>NOTE: Your UCInetID is the same as your hs-login ID (for example, jsample). If you do not know your UCInetID password, please contact the HelpDesk at x3333. They are prepared to assist you.</p>

<p>STEP 4</p>	<p>This will open the UC Learning Center Access Request page.</p>	
<p>STEP 5</p>	<p>Select Registry RN in the Job Code/Position Code section. Then click on the Search and Select Supervisor link.</p>	
<p>STEP 6</p>	<p>To search for supervisor, enter in your supervisor's first and/or last name and press the Search button.</p>	

<p>STEP 7</p>	<p>To select your supervisor, press the <i>Select this User</i> icon under <i>Action</i>.</p>	 <p>The screenshot shows the UC Learning Center Access Request interface. At the top, it says 'UC Learning Center Access Request' with links for Home, Help, and Logout. Below that, it says 'Welcome Shraddha Jayantikumar Patel' and 'September 07, 2011'. A search bar indicates 'One item found.' Below this is a table with columns: Action, Employee Name, UCI Net Id, Home Department Code, and Home Department Title. The table contains one entry for Lorena Martinez with UCI Net Id 'lorenam' and Home Department Code '348730'. A 'Search Again' button is visible below the table.</p>
<p>STEP 8</p>	<p>Verify supervisor information has updated. Then press the <i>Submit</i> button.</p>	 <p>The screenshot shows the UC Learning Center Access Request page with the 'Student' section selected. The 'Student' section has several radio button options: Bio Sci 194S Student, Chem 107 Student, Medical Student, Nursing Student, Student Intern, and All Other Campus Students. Below this is the 'Healthcare Professional' section with options: Clinical Contract Director/Manager, Clinical Contract Staff, Non Clinical Contract Director/Manager, Non Clinical Contract Staff, Registry RN (which is selected), and Traveler RN. Below that is the 'Guest' section with the option: Guest (Volunteer, Contractor, Visitor). At the bottom, there is a 'Search and Select Supervisor' section with a table showing the selected supervisor: Lorena Martinez from the Staffing & Patient Placement department. A red box highlights this table and the 'Submit' button below it.</p>
<p>STEP 9</p>	<p>After submitting the access request, you will receive a confirmation message and email to your UC Irvine email address indicating when you will be able to access the UC Learning Center (takes 24-48 hours typically).</p>	 <p>The screenshot shows the UC Learning Center Access Request page with a confirmation message. The message says: 'Affiliate information is successfully submitted. You will have access at 06:00 AM on Fri, Sep 9 2011'. The message is enclosed in a red box.</p>