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

<table>
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<th>STEP</th>
<th>Description</th>
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<tr>
<td><strong>STEP 1</strong></td>
<td>Click the below link to open the UC Learning Center login page: <a href="http://uclc.uci.edu/">http://uclc.uci.edu/</a></td>
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| **STEP 2** | After the login page opens, click **Student & Affiliate Access Request Form** (located on the lower left side of page).  
*Note: If you have not already activated your UCI NET ID, please do so by clicking the **Student & Affiliate Access Request Form** link and then the **Activate your UCInetID** link. Follow the directions to activate your UCI NET ID and then proceed to Step 3. |
| **STEP 3** | Type in your UCInetID and password. Then click **Login**. |

**NOTE:** Your UCInetID is the same as your hs-login id (or example, jsample). If you do not know your UCInetID password, please contact the HelpDesk at x3333. They are prepared to assist you.
STEP 4  This will open the UC Learning Center Access Request page.

STEP 5  Select *Registry RN* in the Job Code/Position Code section. Then click on the *Search and Select Supervisor* link.

STEP 6  To search for supervisor, enter in your supervisor’s first and/or last name and press the *Search* button.
STEP 7  To select your supervisor, press the *Select this User* icon under *Action*.

STEP 8  Verify supervisor information has updated. Then press the *Submit* button.

STEP 9  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).