## UC Learning Center
### How to Fill Out Affiliate Form – Traveler RNs

<table>
<thead>
<tr>
<th><strong>STEP 1</strong></th>
<th>Click the below link to open the UC Learning Center login page: <a href="http://uclc.uci.edu/">http://uclc.uci.edu/</a></th>
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</thead>
</table>
| **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 UCNetID** link. Follow the directions to activate your UCI NET ID and then proceed to Step 3. |
| **STEP 3** | Type in your UCNetID and password. Then click **Login**. |

**NOTE:** Your UCNetID is the same as your hs-login ID (for example, jsample). If you do not know your UCNetID password, please contact the HelpDesk at x3333. They are prepared to assist you.

WARNING! Protect your privacy. Logout when you are done and completely exit your browser.
STEP 4  This will open the UC Learning Center Access Request page.

STEP 5  In the Job Code/Position Code section, select **Traveler RN**. 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*.

![UC Learning Center Access Request](image)

**Action** | **Employee Name** | **UCI Net Id** | **Home Department** | **Home Department Title**
---|---|---|---|---
| | LORENA MARTINEZ | iorenam | 348730 | STAFFING & PATIENT PLACEMENT |

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).

**UC Learning Center Access Request**

Welcome Shraddha Jayantikumar Patel

**SAT Affiliate Submission**

Affiliate information is successfully submitted. You will have access at 06:00 AM on Fri, Sep 9 2011