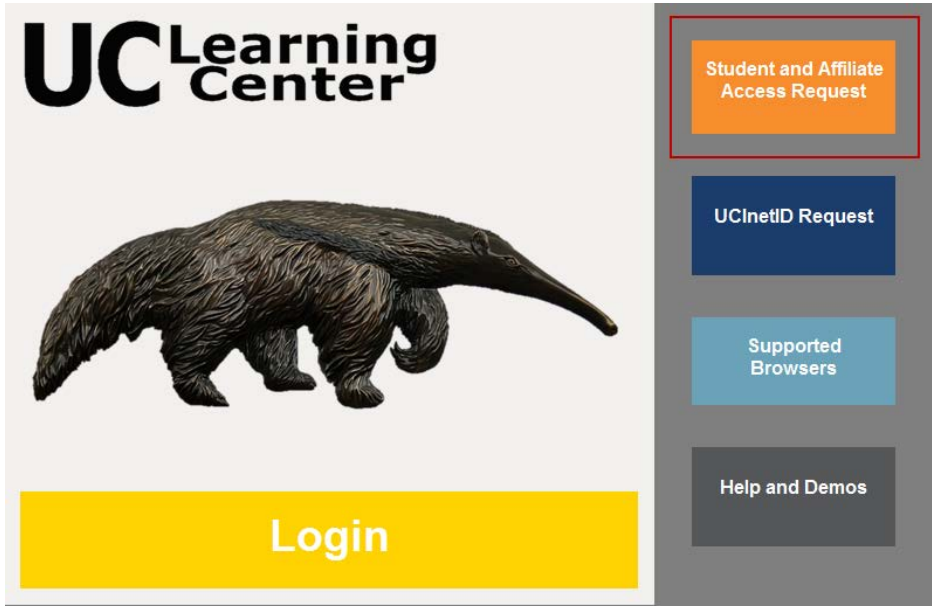
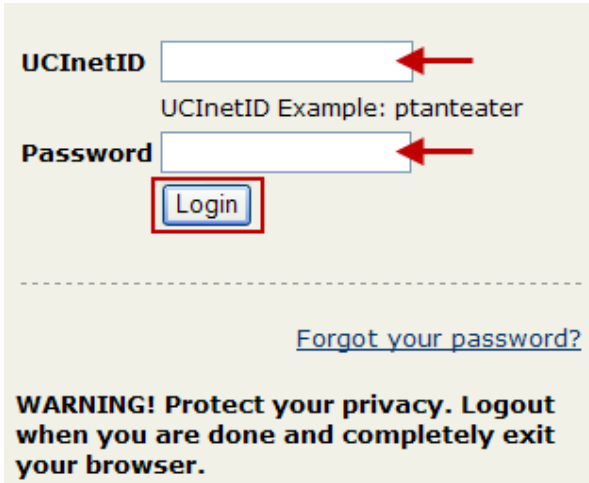
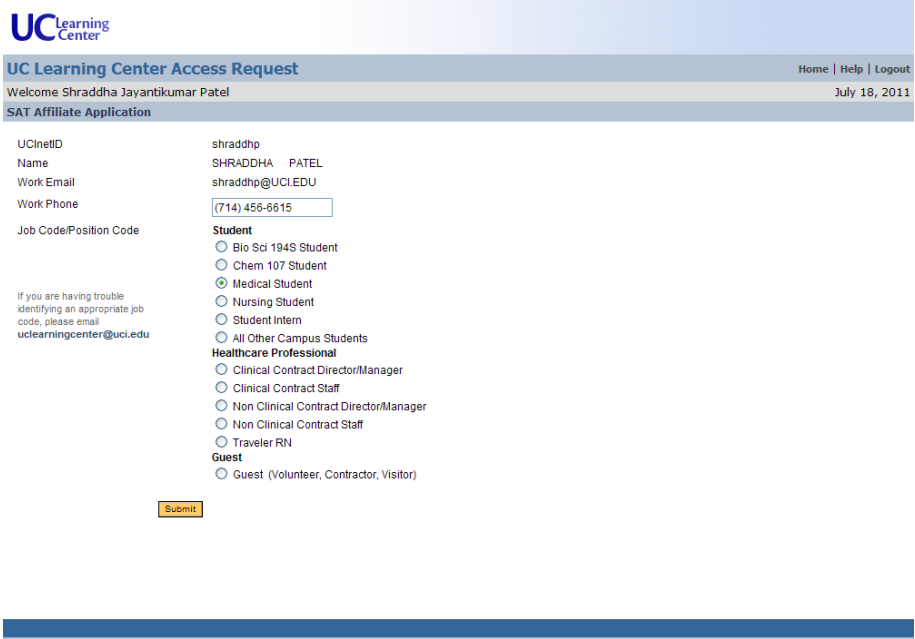
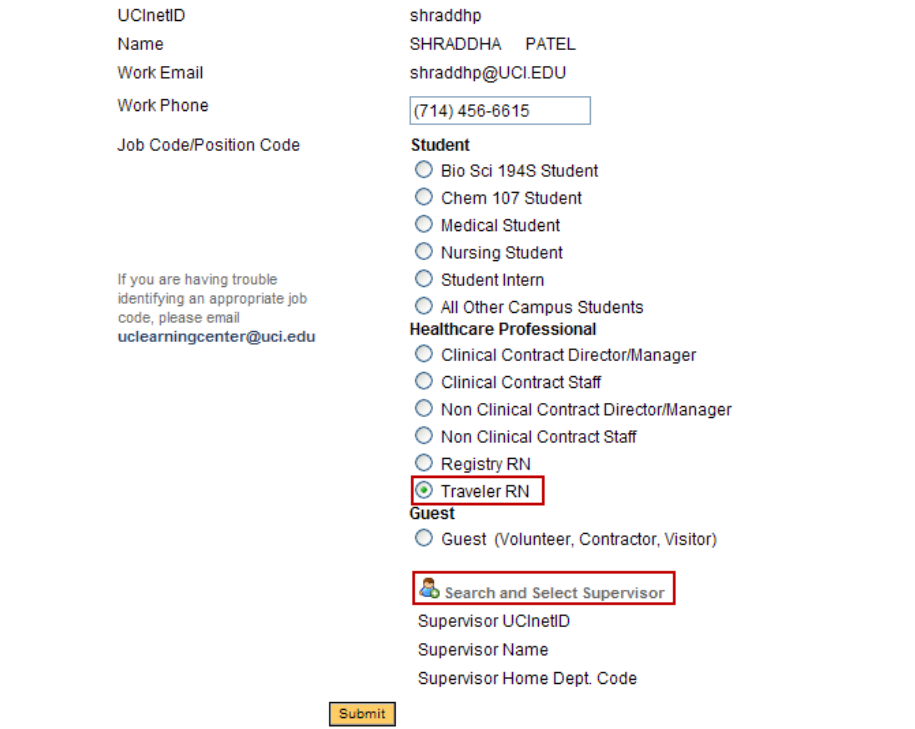

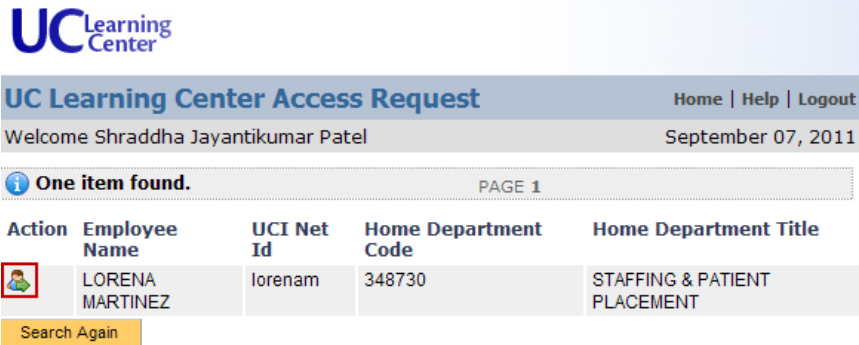
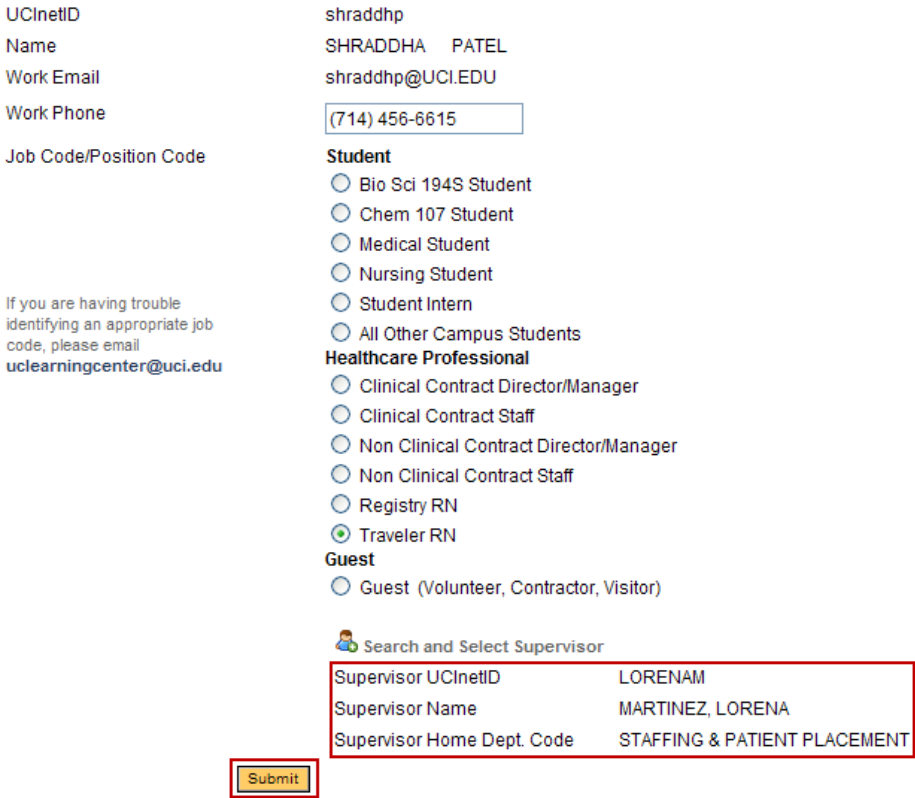
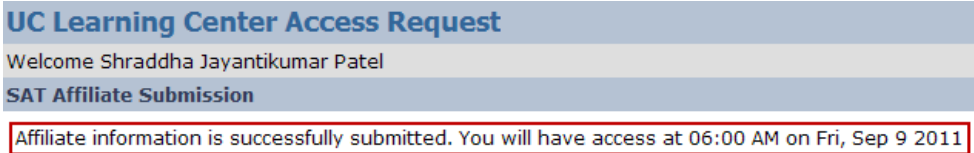


UC Learning Center
How to Fill Out Affiliate Form –Traveler RNs

<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>In the Job Code/Position Code section, select Traveler RN. 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' and 'UC Learning Center Access Request'. Below that, it says 'Welcome Shraddha Jayantikumar Patel' and 'September 07, 2011'. A search bar indicates 'One item found.' and 'PAGE 1'. A table lists search results with columns: Action, Employee Name, UCI Net Id, Home Department Code, and Home Department Title. The result for LORENA MARTINEZ is highlighted, with a 'Search Again' button below it.</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 supervisor selection section. It lists fields for UCI NetID, Name, Work Email, Work Phone, and Job Code/Position Code. Below these fields, there is a message: 'If you are having trouble identifying an appropriate job code, please email uclearningcenter@uci.edu'. The 'Student' section has radio buttons for various roles like Bio Sci 194S Student, Chem 107 Student, Medical Student, Nursing Student, Student Intern, and All Other Campus Students. The 'Healthcare Professional' section has radio buttons for Clinical Contract Director/Manager, Clinical Contract Staff, Non Clinical Contract Director/Manager, Non Clinical Contract Staff, Registry RN, and Traveler RN. The 'Guest' section has a radio button for Guest (Volunteer, Contractor, Visitor). A 'Search and Select Supervisor' section is highlighted with a red box, showing a table with Supervisor UCI NetID (LORENAM), Supervisor Name (MARTINEZ, LORENA), and Supervisor Home Dept. Code (STAFFING & PATIENT PLACEMENT). A 'Submit' button is also highlighted with a red box.</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. It says 'UC Learning Center Access Request' and 'Welcome Shraddha Jayantikumar Patel'. Below that, it says 'SAT Affiliate Submission'. A red box highlights the message: 'Affiliate information is successfully submitted. You will have access at 06:00 AM on Fri, Sep 9 2011'.</p>