UC Learning Center account request:

Only for **non-employee students** and affiliate users.

All UCSC staff, faculty, and student employees are automatically assigned a UC Learning Center account. **Requesting an additional account will cause access to be blocked or transcripts to not show completed training.** Your UC Learning Center account will be automatically created approximately 5 business days after your start date. To test if your account is already active, click here and then click on the Login button. If you are a non-employee, you may request a student or affiliate account by following these instructions:

1) Click here to launch the request form, or copy and paste this address into your web browser:
2) https://ucsc.service-now.com/nav_to.do?uri=com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=342433024fb802005744e57d0210c7bf&sysparm_stack=no

3) Many elements of your Customer Information will be automatically entered:
   a) Name
   b) CruzID
   c) Email
   d) Home Department
4) Your phone number is taken from the Staff and Student Directory. Please verify your correct phone number is listed in this field.

5) Enter the name of the required training for which you are requesting an account (e.g Lab Safety, FERPA, etc.)

6) Enter the CruzID (or name) of the Supervisor who is requiring you to be trained.
   a) Click on their name when it appears in the list below the field (the list may take up to a minute to appear).

7) Click the "Order Now" button.
   Your request is not complete until you click "Checkout" button on the next page.

8) Click the "Checkout" button.

9) If you see this green acknowledgement, your order has been placed successfully.

If you need assistance with this process, please contact
LearningCenter@ucsc.edu.