



## 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](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.

Customer Information

\* What is the name of the person who will be using this account?

CruzID:

First Name:

Last Name:

\* User's Phone Number:  
 Correct Formatting

User's Email:

\* Academic Department/Unit Requiring Your Training:  
 More information

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).

\* Required Training:

\* Supervisor or Professor Requiring Training:

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

Order this Item  
 Delivery time 5 Days

8) Click the "Checkout" button.

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

< Request Status  
 Thank you, your request has been submitted

If you need assistance with this process, please contact [LearningCenter@ucsc.edu](mailto:LearningCenter@ucsc.edu).