UC Learning Center account request:

for non-employee students and affiliate (sundry) users.

All UCSC staff, faculty, and student employees are automatically assigned a UC Learning Center account. Requesting an additional account may cause access issues that will delay your ability to take your required training. Your UC Learning Center account is usually created 1-2 business days after your appointment begins. 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:
https://ucsc.service-now.com/nav_to.do?uri=com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=342433024fb802005744e57d0210c7bf&syparm_stack=no

2) Many elements of your information will be automatically entered:
   a) Name
   b) CruzID
   c) Email
   d) Home Department

3) Your phone number is taken from the Staff and Student Directory. Please verify your correct phone number is listed in that field.

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

5) 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).

6) Click the “Add to cart” button.

   Your request is not complete until you click "Submit Request" button on the next page.

7) Click the “Submit Request” button.

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

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