As a UCLA Extension Instructor you will need to be familiar with all these websites to manage your courses and your employee accounts. Click the title of each item to go the respective websites.

Identity and Accounts Manager (Login for your payroll, compliance trainings, UCLA email, and Zoom)



<u>UCLA Logon</u> – Your UCLA Logon is what gives you access to UC Path Portal, g.ucla.edu, Ims.ucla.edu and Zoom. The same username and password created for this account is used for all those mentioned websites. See below for details for each.

In order to create your UCLA Logon ID you will first need from your Program Representative your **9 numerical digit UID** (University ID).

	Obsess on authentication method	
	Duo Push Recommended	Send Me a Push
UCLA	🖑 Call Me	Call Me
What is this? C Add a new device My Settings & Devices Need help?	Passcode	Enter a Passcode

When you log into any of the mentioned websites with your UCLA Logon ID, you will be prompted with a multifactor authentication each time for security purposes. You have the option to choose either "Call Me" or "Passcode". You can also set up an app on your phone as well by downloading the <u>Duo Mobile</u> app.

UCPath	
Thank you and other	I for visiting UCPath, your online self-service tool for pay, benefits HR transaction activities. Select your location below to log in.
	Authorized users sign in below
	Lawrence Berkeley National Laboratory
	Editioned Bontoloy Hattonal Ediboratory
	University of California, Agriculture and Natural Resources
	University of California, Agriculture and Natural Resources University of California, Berkeley
	University of California, Agriculture and Natural Resources University of California, Berkeley University of California, Davis
	University of California, Agriculture and Natural Resources University of California, Berkeley University of California, Davis University of California, Lastings College of the Law
	University of California, Agriculture and Natural Resources University of California, Berkeley University of California, Davis University of California, Invine University of California, Irvine

For Payroll:

UCPath Portal (Select University of California, Los Angeles) – This is where you can check information on all things related to your payroll including your paycheck, direct deposit, W-2, withholdings info (W-4), emergency contact, and retirement.



For UCLA Email:

http://g.ucla.edu/ – This is the UCLA.edu login page where you can create and

access your official university email. It is powered by Gmail, hence the @g.ucla.edu domain name. This is required if you want to teach on Zoom for your courses.



For UC Compliance Trainings:

<u>http://lms.ucla.edu/</u> – This is the UCLA Compliance Training login page. All instructors are required by the university

to complete these annual or biennial trainings including: *Cyber Security Awareness Training; UC Ethical Values and Conduct; US Sexual Violence and Sexual Harassment Prevention Training; Pandemic Returning to Work on Campus* and the *UCLA Employee Safety Handbook.*

ł	2001 1888.799.9666		JOIN A MEETING	Fo
	Profile	Meetings		
	Meetings	Upcoming Previous Personal Room Meeting Templates		
	Webinars	🛱 Start Time to End Time	Scho	ht
	Recordines			~ ~

For Zoom:

https://ucla.zoom.us/ – Normally you will access Zoom through Canvas, but you

may access your UCLA licensed Zoom account through this portal if you'd like to create a personal and/or other scheduled meetings or to adjust your profile settings.

Canvas Login Page (Your Online/Remote courses)

	UCLA Extension		
	Email		
	Password		
	□ Stay signed in	login	
174	Forgot Password?	Log In	

http://my.uclaextension.edu/ – This where you access/create/manage all the courses you teach for UCLA Extension. If your account was set up properly, your login will be your g.ucla.edu email or your main personal email we have on file if you are not using Zoom. Your login and password for your UCLA Logon and Canvas are separate and will not be the same unless you specifically set them up with the same information.

UCLA Extension Logins (For grading, rosters, course history, comped courses)

UCLA Extension		SEARCH			GIVE	□ CART
Courses Certificates Student Service	s Career Services	International Stude	ents Abo	ut	Loç	g In
Instructor Login						
Instructor Login	ne					
Password (case sensitive) : Forgot Password						
c	ontinue					

Grading, rosters, course history, messaging students:

<u>UCLA Instructor Portal</u> – This is where you will do your final grading for the quarter, (not Canvas). You can also check your current and upcoming rosters, message students before the course begins, and see your course teaching history. *Note: The default*

username typically starts with the letter "T" followed by six number digits. Your login and password for your UCLA Logon and Instructor Portal Login are separate and will not be the same unless you specifically set them up with the same information. You may want to switch this to your g.ucla.edu email or personal email address to cut down on the number of different logins you may possess for these websites.

UCLA Extension	SEARCH CONTACT CALENDAR GIVE	ÇART			
Courses Certificates Student Services Career Servi	ices International Students About Log	g In			
Log-In to Student Portal	I'm A New Student				
IMPORTANT: UCLA Extension recently updated User Names to the preferred email address associated with the user's account. Your existing User Name will change to your preferred email address after log-in. If you forgot your User Name, or to confirm your new User Name after log-in, click the Forgot User Name link. Forgot User Name	Enter your primary email address, on the next page you will create a username and password. Email Retype Email Address				
User Name (case insensitive) Forgot Password	Greate Account				
Password (case sensitive)					

Check your enrollment in trainings and comped courses:

UCLA Extension Student Login (Select

I'm Already A Student) – This profile is your enrollment website for your initial Canvas Training, Instructor Development Program and future comped courses you enroll at UCLA Extension. Your Program Representative will have created this profile for you on your behalf unless you were a student prior to your hire. If you wish to enroll in

any trainings and/or comped courses, please contact your Program Representative. Note: If set up correctly, your main email in your Student Login should match your main email for UCLA Instructor Portal. Check with your Program Rep if there are any discrepancies.