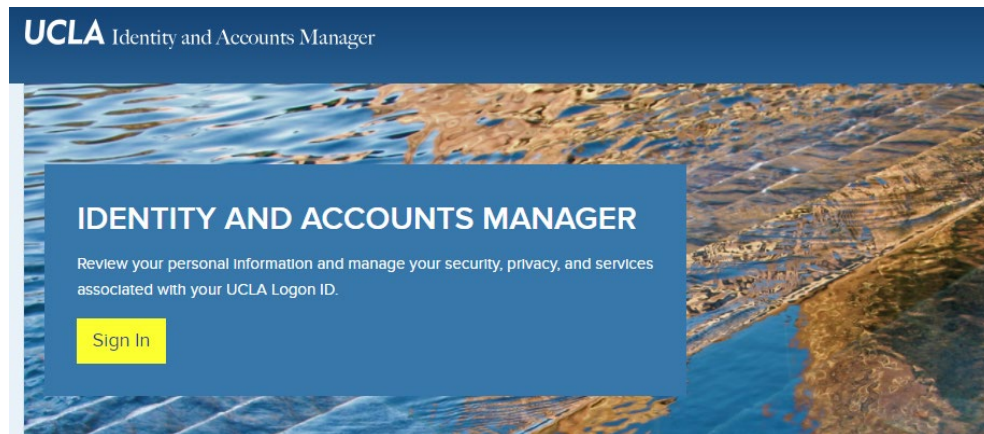


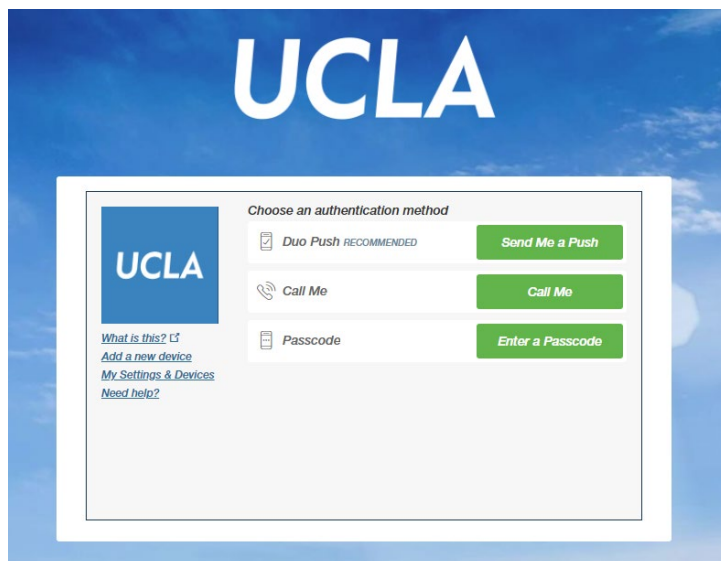
As a UCLA Extension Instructor you will need to be familiar with all these websites to manage your courses and your employee accounts. Click the title of each item to go the respective websites.

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

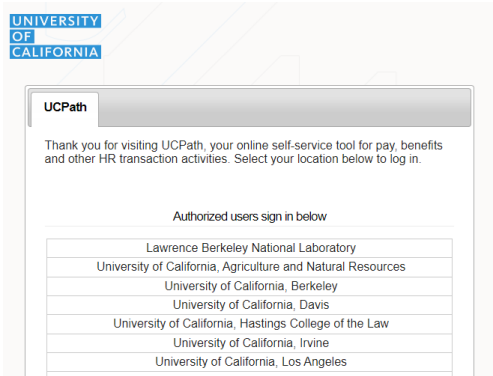


[UCLA Logon](#) – Your UCLA Logon is what gives you access to UC Path Portal, g.ucla.edu, lms.ucla.edu and Zoom. **The same username and password created for this account is used for all those mentioned websites.** See below for details for each.

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

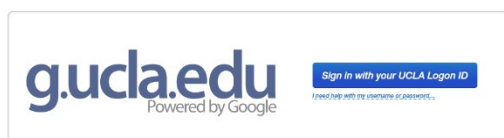


When you log into any of the mentioned websites with your UCLA Logon ID, you will be prompted with a multifactor authentication each time for security purposes. You have the option to choose either “Call Me” or “Passcode”. You can also set up an app on your phone as well by downloading the [Duo Mobile](#)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



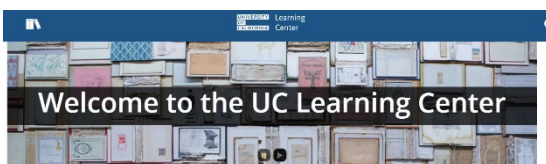
For Payroll:

[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.



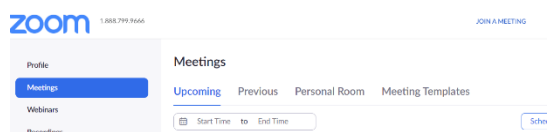
For UCLA Email:

<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:

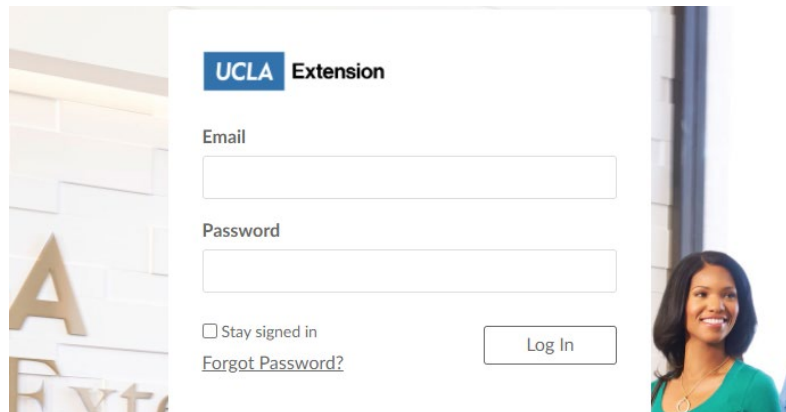
<http://lms.ucla.edu/> – This is the UCLA Compliance Training login page. All instructors are required by the university to complete these annual or biennial trainings including: *Cyber Security Awareness Training*; *UC Ethical Values and Conduct*; *US Sexual Violence and Sexual Harassment Prevention Training*; *Pandemic Returning to Work on Campus* and the *UCLA Employee Safety Handbook*.



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)



<http://my.uclaextension.edu/> – This is 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)

Grading, rosters, course history, messaging students:

[UCLA Instructor Portal](#) – 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.

Log-In to Student Portal

I'm Already A 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](#)

[Forgot Password](#)

[Log In](#)

I'm A New Student

Enter your primary email address, on the next page you will create a username and password.

[Create Account](#)

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.