Enrolling in the Mandatory Payroll Training eCourses in UCLC

After you log in with your UCInetID and password to UCLC at [http://www.uclc.uci.edu](http://www.uclc.uci.edu):

1. Search for your desired class by typing in the course title in the search bar and selecting the class from the list of courses in the search results:
   a. Type “UC Cyber Security” in the search bar and click on the magnifying glass icon to search for the eCourse titled “UC Cyber Security Awareness Training”
   b. Scroll to the “UC Cyber Security Awareness Training” eCourse and click on the “Register” button:

2. Click on the white box – a green border will appear around it and a message to “Click Next to Proceed” will appear under the box
3. Click the “Next” button to the right of the white box

4. Click on the “Submit” button to the right of the white box

5. Click on the “Start” button to take the course

6. Repeat the process for the remainder of the PPS courses by searching for “pps” in the search bar.
   a. PPS 3, PPS 5, PPS 6, PPS 7, PPS 8, and PPS 9 all come up in the search results, but you may need to scroll to see them all

**Note:** Trainers can only assist with questions regarding courses for which they an assigned instructor in UCLC. Questions regarding UCLC access or navigation should be directed to the UC Learning Center via email: uclearningcenter@uci.edu. Unfortunately, Trainers do not have the appropriate level of systems access necessary to resolve most UCLC issues.