

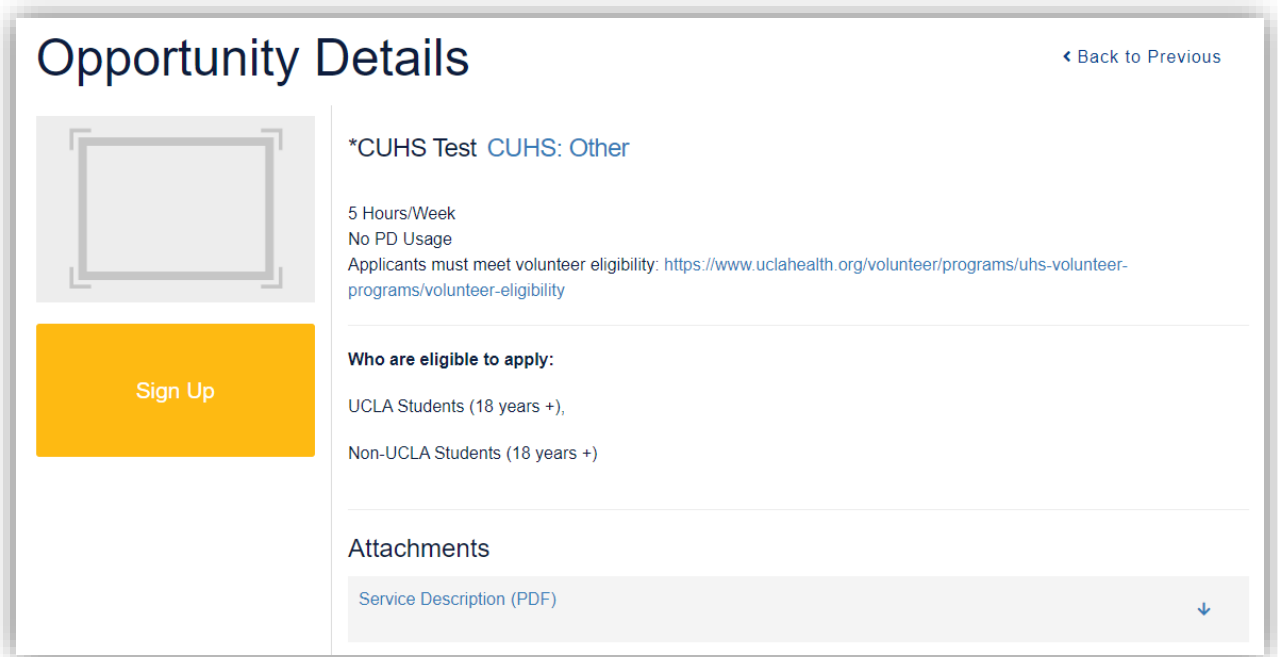
How to Complete the UCLA Health Sciences Clearance Process

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Apply to an Opportunity Link:

1. Obtain the opportunity link from your inviting department supervisor via email.
2. The link should route you to an Opportunity webpage with details, service description (also known as a Scope of Duties form), and eligibility criteria.



The screenshot shows a web page titled "Opportunity Details" with a "Back to Previous" link in the top right. On the left, there is a placeholder image and a large orange "Sign Up" button. The main content area on the right includes the following text: "*CUHS Test CUHS: Other", "5 Hours/Week", "No PD Usage", and "Applicants must meet volunteer eligibility: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/volunteer-eligibility>". Below this is a section titled "Who are eligible to apply:" with two bullet points: "UCLA Students (18 years +)," and "Non-UCLA Students (18 years +)". At the bottom, there is an "Attachments" section with a link for "Service Description (PDF)" and a downward arrow icon.

1. To start the on-boarding process click Sign-Up and the following options:
 - a. If you already have an account login, click on LOGIN.
 - b. If you do NOT have an account login and are new to the system, click on APPLY NOW.



The screenshot shows a web page titled "Opportunity Details" with a "Back to Previous" link in the top right. On the left, there is a placeholder image and two buttons: a blue "Login" button and a large orange "Apply Now" button. Below the "Apply Now" button is a small red "x" icon. The main content area on the right includes the following text: "*CUHS Test CUHS: Other", "5 Hours/Week", "No PD Usage", and "Applicants must meet volunteer eligibility: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/volunteer-eligibility>". Below this is a section titled "Who are eligible to apply:" with two bullet points: "UCLA Students (18 years +)," and "Non-UCLA Students (18 years +)".

- Those who must APPLY NOW, must create a Log In account in order to proceed to the next steps. Make sure the Opportunity's information is correct, if it is missing or INCORRECT, do NOT refresh and instead go back and click the button again.

Signing up for:

*CUHS Test

5 Hours/Week
No PD Usage
Applicants must meet volunteer eligibility: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/volunteer-eligibility>

[Find something different](#)

* indicates a required field.

Personal Information

Start the On-Boarding Process:

- Log into your Dashboard by clicking the button after creating an account or through the website: <https://volunteer.uclahealth.org/>

You have successfully created a volunteer account.

✓

*CUHS Test

Thank you for taking the first steps to become a UCLA Health/Health Sciences Volunteer. Please go back to your volunteer dashboard to complete the application.

[Volunteer Dashboard](#)

- Complete STEP 1 (Pre-Screening Application) and Agreement in order for our system to generate the appropriate on-boarding steps for you.

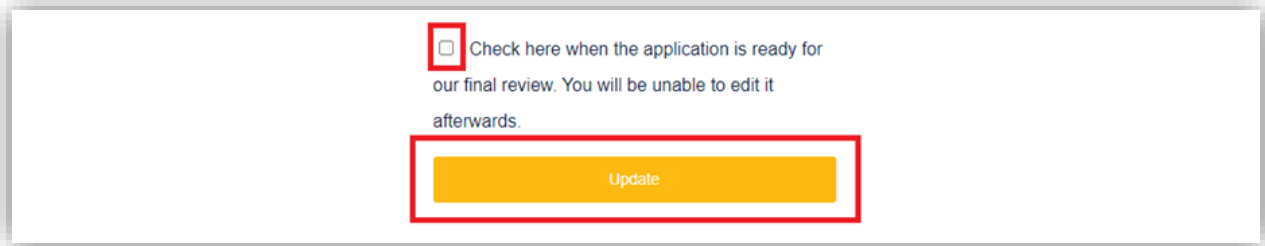
1 Pre-Screening Process [Complete Application](#)

Please click **Complete Application** to complete the Pre-Screening Questionnaire Process.

This step is required in order to be approved to proceed to the On-Boarding Process (rest of the steps).

2 Volunteer Agreement and Certification of Information [Review and Sign](#)

- a. Please make sure that at the END of the Pre-Screening Process step, you check off the checkbox and click Update/Submit.



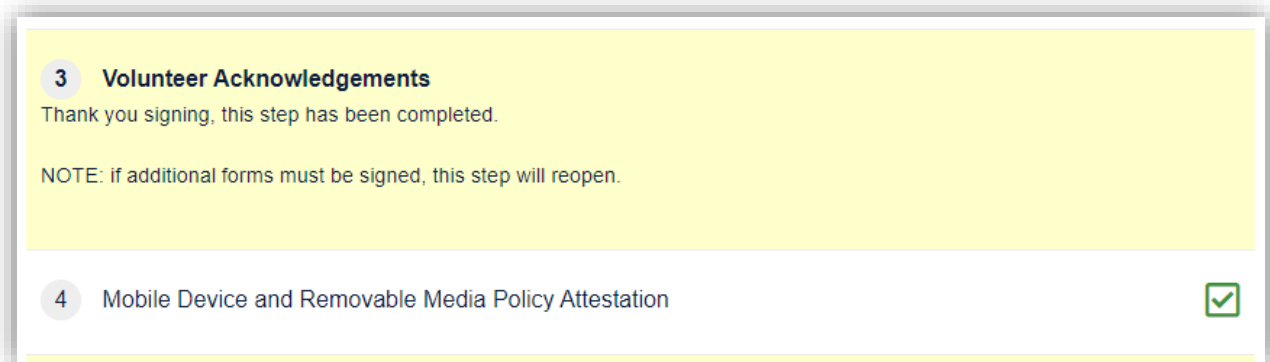
Check here when the application is ready for our final review. You will be unable to edit it afterwards.

Update

3. Once submitted, our staff will review to ensure there are no additional approvals required to proceed. You should receive an email from the system that you are ready to start the rest of the steps within 2-3 business days.
4. There is a deadline to complete the entire process, please make sure you proactively check your progress and complete them all within the timeframe.
5. Complete the rest of the steps, the number of steps are based on your individual status and are not the same for all applicants.

Paperwork to Complete

1. There are other forms to complete online such as the Acknowledgement Forms via DocuSign.
 - a. Do **NOT** complete the Acknowledgment more than once, this can cause an error in completing the steps properly.
 - b. If your Acknowledgment step is not completed after waiting 5-10 minutes, please email your program coordinator to check.
2. Other Attestations may be required depending on the Opportunity you are applying for.



3 Volunteer Acknowledgements
Thank you signing, this step has been completed.

NOTE: if additional forms must be signed, this step will reopen.

4 Mobile Device and Removable Media Policy Attestation

3. Personal Device Forms and Service Descriptions are based on the Opportunity you are applying for, please go back to the same Opportunity link to review the Service Description to help complete these steps.
 - a. You should complete this as soon as possible as it will prevent certain steps from being enabled if incomplete.

17 Service Description

Congratulations, you are pending (AKA referred) for a new volunteer assignment!

Review and Sign

18 Personal Device Usage Waiver

NOTE: Your personal device form must **correspond** with your intended Volunteer Opportunity, please review your Service Description (i.e. Scope of Duties form) **FIRST** to prevent delays in approving your uploaded form. Some assignments do **NOT** permit the usage of personal devices.

Upload

Background Check

1. Depending on your individual status and the opportunity you applied for, you may be required to complete an online background check.
 - a. If you do not have a Social Security Number, you will be emailed with other instructions to complete this step instead.
 - b. Those under the age of 18 will not be completing a background check until they turn 18 years of age.

5 Universal Background Screening

Click "Submit Background Check" to begin the Background Check Process

Submit Background Check

Training Modules to Complete

1. Depending on your individual status and the opportunity you applied for, you may be required to complete numerous training modules or only a few.
2. Some trainings may take longer than others, if you have difficulties, try these tips before reaching out to the program coordinator for assistance.
3. **NOTE:** We cannot waive or indicate any trainings as completed if were completed outside this specific database system.

Health Clearance Step

1. Depending on your individual status and the opportunity you applied for, you may be required to complete a medical clearance form and/or additional health clearance items.
2. Please follow the instructions on the step, there will be several statuses showing once you upload the necessary documents:
 - a. Pending: documents were not submitted yet. If you already uploaded documents, but it still shows pending status, please email them to your program coordinator to assist.
 - b. Awaiting Verification: documents are submitted and awaiting coordinator review to be verified.
 - c. Please Re-Upload: documents are submitted, reviewed by coordinator, but cannot be verified or is missing information.

16 Health Clearance

Upload

Please upload your completed and signed Medical Clearance Form:

On-Boarding Follow-Up/Orientation

1. Each applicant is required to complete a Zoom meeting follow-up with their program coordinator. This might also be an orientation Zoom meeting for certain programs.
2. This step will **NOT** be enabled until the above steps are completed/verified.
3. If you are unable to sign up for a timeslot or there are no available timeslots, please contact your program coordinator for assistance.

19 Onboarding Follow-Up

Schedule

Click 'View Schedule' to view more information and to sign up for a time to complete the On-Boarding Follow-Up appointment.

Orientation Quiz

1. After you complete the On-Boarding Follow-Up/Orientation, you should be prompted to complete an Orientation Quiz (if required).
2. You must pass the quiz with 100% score.
3. Once you pass, the program coordinators must complete a final review of your application. This can take up to 1-2 business days.
4. If we are ready to finalize your clearance process, then:
 - a. The program coordinator will “activate” you with an Active status in the system.
 - b. You will received a clearance confirmation with further instructions on how to start.
 - c. You will be “placed” (also known as assigned) to the Opportunity (also known as Position/Assignment) and your inviting department/supervisor will also be notified.

5. If we are **NOT** ready to finalize your clearance process, it may be due to various reasons such as delayed start date, missing additional approvals or verifications from other offices, etc. Contact your program coordinator if you are unaware of what else is pending.

20 Orientation Quiz

In order to activate you as a volunteer/SRP student you will need to take and pass this quiz.

Take Quiz

Final Step: Badging Process

1. All cleared applicants must obtain a UCLA Health ID badge in order to start any activities or accesses. Badge pick-up instructions are included in the Clearance Emails.
 - a. Note: We do not approve remote only positions unless specifically indicated in an Affiliation Agreement which your program coordinator will inform you about during follow-up.
2. Delays in approving access will occur if badges are not picked up.

You have completed the UCLA Health Sciences Program Clearance Process!

Frequently Asked Questions

1. **Once I am cleared, do I need to on-board again if I have another opportunity I would like to apply for?** *Yes, for EACH opportunity, you will be required to apply for clearance and complete any missing/additional steps generated by the system. The same steps will apply from Pre-Screening to Orientation Quiz.*
2. **I do not have an Opportunity link, how can I get one?** *Contact the inviting department or supervisor, if they do not have a link, they must create one with our program coordinators.*
3. **Can I apply to more than one opportunity at the same time?** *No, unfortunately, there is a requirement for each opportunity before you can apply to another one. Check the program eligibility webpage for more details: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/volunteer-eligibility>*
4. **I did not finish my application before the deadline, what do I do?** *Contact your program coordinator to restart the process, depending on how long your application has been pending, you may have to redo certain steps.*
5. **I made a mistake in my application, how can I fix it?** *Contact your program coordinator to help edit any responses or information in your application! Only certain information can be updated on your own through Edit Profile.*
6. **Who is my program coordinator and how do I contact them?** *Email addresses are within the email messages sent out once you apply for an opportunity. Depending on your program, you can also find the contact information here: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/uhs-volunteer-office>*