

Steps in Completing the Training Modules for Volunteer Services:

STEP 1: Complete all questions until you reach this page



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UCLA Health System

Volunteer Services Training

Please enter your 9-digit Employee ID number or 5-Digit Physician ID:


Note: Contractors, students, volunteers and non-Health System staff will need to use a temporary ID.

If you need a temporary ID please [click here](#).


Your 9-digit Employee ID is displayed here:



STEP 2: Click on “temporary ID” (UNLESS you are a UCLA Employee) and fill out the fields



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Generate Temporary ID

Month and Year of Birth:

Affiliation:

First Name:

Middle Initial:

Last Name:

STEP 3: Please click "Correct, Continue" to confirm the information you put in is correct

Volunteer Services Training

Please confirm the following information is correct:

Month & year of birth:	01 / 1990
Name:	Bruin, Joe

Correct, Continue

Incorrect, Cancel

STEP 4: Click Continue in order to print the FINAL Certificate

Volunteer Services Training

Continue

Step 5: Click PRINT to print or view the FINAL Certificate



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Health System

Thank you for completing this training and certification process.

Click below if you would like a printed version of the certifications:

Print

FINAL STEP: Your Certificate for the training module should look like this, please print or take a screen-shot of it as verification.

HIPAA Training Certificate contains 2 PAGES, please print the 2nd page.



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Certificate of Completion



This is to certify that I,

Bruin, Joe

*have completed the University of California
Volunteer Services Training on*

Wednesday, May 25, 2016

at UCLA Health System

Reference No: 243590