**Welcome to UCPath!**

The training requirements outlined below are intended for UC employees that require specific security access to enter, process, or approve business transactions in UCPath. To be eligible for access, employees must register and complete all necessary training via the[**UC Learning Center**](http://uclc.uci.edu/) (*UCLC*).

The training courses are listed in the recommended order of completion for each security role. To register and attend an instructor led training session, the employee must first complete the pre-requisite training indicated for that role.

* + If there is an overlap in required training due to multiple security role assignments, please take the required training once.

***Suggested Links:***

* [Getting Started](https://ucpath.uci.edu/pdf/UCPath-new-hire-training-guide_2022.pdf)

\***NOTE:** To gain access to UCPath, required training courses must be completed in **UCLC**. Training materials on the UCPath website are for reference and review only.

Training Pre-Requisites:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Security Role** | **Online Pre-Requisite Training** | | | | |
| **UCP101:**  **Intro to UCPath** | **POS101:**  **Intro to Position Mgmt.** | **FIN101:**  **Intro to Position Funding** | **TEM101:**  **Intro to Smart HR Templates** | **PPA101: Intro to PayPath Actions** |
| **UCP – Campus HCM Initiator** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** |
| **UCP – Campus HR Approver** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** |
| **UCP – Campus HCM Inquiry** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** |
| **UCP - Campus Funding Initiator** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** |
| **UCP - Campus Budget Entry** | ***R*** | ***R*** | ***R*** | ***O*** | ***O*** |
| **UCP - Campus Cost Transfer Initiator** | ***R*** | ***R*** | ***R*** | ***O*** | ***O*** |
| **UCP – Campus GL Approver** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** |
| **UCP – Campus GL Inquiry** | ***R*** | ***R*** | ***R*** | ***O*** | ***O*** |

Virtual Instructor Led Training Bootcamp:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Security Role** | **Virtual Instructor Led Training** | | | | | | | | | |
| **\*POS202:**  **UCPath Nav & Position Control** | **\*FIN202:**  **Position Funding Entry** | **\*TEM301:**  **Template Transactions Pt. I** | **\*TEM302:**  **Template Transactions Pt. II** | **\*PPA310: PayPath Actions Pt. I** | **\*PPA320: PayPath Actions Pt. II** | **\*PRQ301:**  **Payroll Requests** | **\*ABM320:**  **Absence Mgmt.** | **\*DRD301:**  **Direct Retro** | **\*BDP100:**  **Budget Distribution** |
| **UCP – Campus HCM Initiator** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***O*** | ***O*** |
| **UCP – Campus HCM Approver** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***R*** | ***O*** | ***O*** |
| **UCP – Campus HCM Inquiry** | ***R*** | ***O*** | ***O*** | ***O*** | ***R*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** |
| **UCP - Campus Funding Initiator** | ***R*** | ***R*** | ***O*** | ***O*** | ***R*** | ***O*** | ***R*** | ***O*** | ***O*** | ***R*** |
| **UCP - Campus Budget Entry** | ***O*** | ***R*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***R*** |
| **UCP - Campus Cost Transfer Initiator** | ***R*** | ***R*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***R*** | ***O*** |
| **UCP – Campus GL Approver** | ***R*** | ***R*** | ***O*** | ***O*** | ***R*** | ***O*** | ***R*** | ***O*** | ***R*** | ***R*** |
| **UCP – Campus GL Inquiry** | ***O*** | ***R*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***O*** | ***R*** |