UCI UCPath — User Training Program

PURPOSE: UCI has provided a comprehensive repository of training materials to support your transition into the new UCPath system. In this guide, you will learn about the various learning tools available to employees within the UCI UCPath website, and the UC Learning Management System (UCLC). Please view the navigation steps below, or click the links in each section for additional support.

Curriculum:

The employee curriculums available are a series of instructional courses, which have been assigned based employee job responsibilities at UCI.

- Curriculums are the main reference tool for the structure and order of training that is required.
- Courses within the curriculum vary in delivery method and availability.
- Courses offered in each curriculum may use both instructor led, and web-based delivery methods.

To see which courses are required and recommended for your role, follow the navigation path below.

Navigation: UCI UCPath Site > Training > Curriculum

Instructor Led Courses (ILT) & Registration:

Instructor Led Courses are in-person classroom sessions that provide important detailed information and engage participants in meaningful discussions.

- Sessions are conducted live, on-site, or online, by a knowledgeable UCPath Trainer. There are multiple times and dates for each instructor led UCPath course.

- Employees login to the UC Learning Center (UCLC), search for the desired course, and register on the best available date and time. Users can type "UCPath" in search bar to filter results.

- Seating availability will be limited, please ensure prompt registration for all assigned instructor-led **"Core"** classes, based on curriculum. Employees will be put on the waiting list if selected session is at capacity.

Navigation: UC Learning Center > Search for course name (refer to assigned curriculum)

Web Based Training Courses (WBT):

These are self-paced, online training courses that are conveniently available to employees 24/7.

- Employees login to the UC Learning Center (UCLC), search for the desired course, register, and launch the online course when ready.
- Employees may retake any recommended web-based courses at any time. Please refer to your assigned curriculum for more details.

Follow the path below to navigate to the curriculum section on the UCI UCPath site.

Navigation: UCI UCPath Site > Training > Curriculum

UCPath Help Site (Self Service & Location Users):

These websites are UC's central libraries for all UCPath User Productivity Kit **(UPK)** training simulations. UCPath Help Site UPK's are an easy-to-use, comprehensive, on-demand training tool that provide step-by-step guidance for various UCPath transactions.

There are two (2) UCPath Help Sites:
1. UCPath Help Site for **Employee Self-Service** and **Manager Self-Service** actions.
2. UCpath Help site for **Location Users** that enter HR and Finance transactions.
   (The employee's security access determines which help site library will be available.)

The Help Sites can be accessed via the Help option in the upper right of UCPath.

There are **three (3) different view modes** that are available to deploy within the UCPath Help Site:
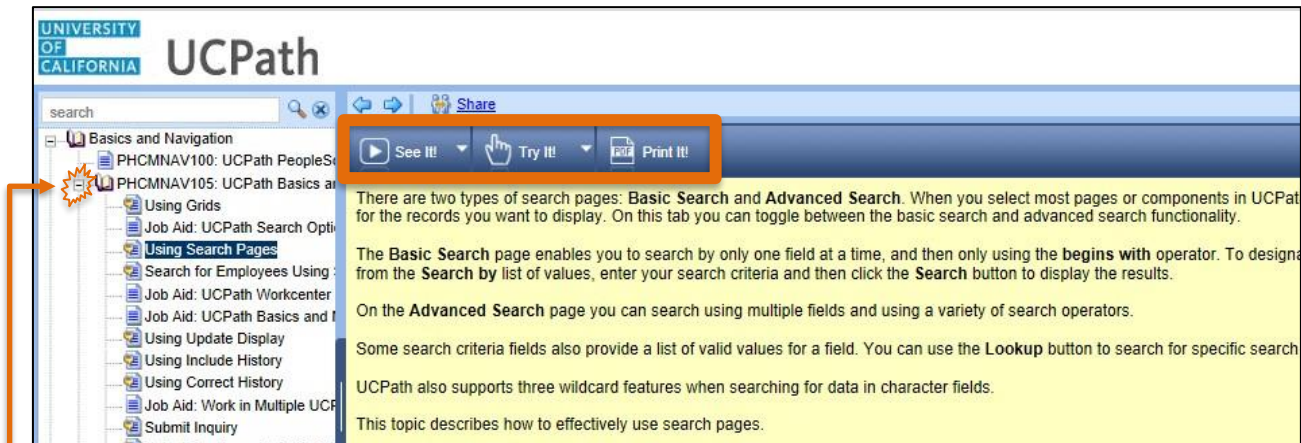
> **TIP:** *Click the Plus (+) icon to expand the Purple books, then click on a topic to access the **See It! Try It!** and **Print It!** buttons.*
>
> xz

- **See it! Mode**: Is a step-by-step video simulation, which demonstrates an example of how to execute the topic selected.
- **Try It! Mode:** A guided, hands-on learning experience that allows the user to participate through virtual instruction.
- **Print It! Mode:** Allows the end-user to print out a step-by-step guide (job aid) that can be utilized or referenced in the work place.

Have a Question? Need Help?
- Please contact ucpath@uci.edu if you have questions about any classes or experience any issues with accessing, or registering to any courses in the UC Learning Center.
- If you have questions about access to UCPath, please refer to your department manager or Chief Personnel Officer (CPO).
- For general questions and assistance, please contact, or set an appointment with your local Department Point of Contact (POC).