

Welcome to the new online safety platform run through UCLA's CCLE (<https://ccle.ucla.edu>). With this new platform, all CCN affiliated staff, students, and volunteers are able to enroll in the Staglin Safety Site, view the required safety materials, and schedule their safety exams online. Here are the instructions to move through the entire process:

1. Enrolling

- a. Undergraduate/Graduate Students: Login to CCLE using UCLA Logon ID and search for the 'Staglin Safety Site'. Click "Enroll Me", enter the enrollment code: **CCNSafe**, and click continue/enroll.
- b. UCLA Health Staff/Volunteers: For those with mednet email account and password, login to CCLE using mednet credentials and enroll via the same instructions in (a) above.

Sign In with your UCLA Logon ID

SIGN IN

- [Forgot your UCLA Logon ID or Password?](#)
- [Need a UCLA Logon ID?](#)

or

Are you a member of UCLA Health Sciences?

[Sign in with your Mednet username and password](#)

2. Navigating the Site

- a. The site is currently broken up into four sections
 - i. Home: General information and announcements
 - ii. Safety Materials: Safety information to review before attempting safety quiz, including the CCN Safety Manual and a link to the traditional safety info website
 - iii. Exam Schedulers: Schedulers for both the initial Safety Exam and the secondary Oral Exam.
 - iv. Safety and Re-Cert Exams: Here, find links to the initial Safety Exam, as well as the Re-certification Exam. The safety exam can only be taken in the CCN suite. The re-cert exam can be taken anywhere, but a paskey is required (see below).

Staglin Safety Site

Welcome to the CCN safety website!

 [Announcements](#) [Access restrictions](#)

 [Discussion forum](#) [Access restrictions](#)

Safety Materials

Here you will find helpful resources to study for the safety exams.

[Access restrictions](#)

 [CCN Safety Manual](#) [Access restrictions](#)

 [Safety Information](#) [Access restrictions](#)

Exam Schedulers

 [Scheduler for Safety Quiz](#) [Access restrictions](#)

 [Scheduler for Oral Exam](#) [Access restrictions](#)

Safety and Re-Cert Exams

 [CCN Safety Quiz](#) [Access restrictions](#)

 [Re-Certification Exam](#) [Access restrictions](#)

3. Scheduling

- a. Scheduling for both the initial safety exam and secondary oral exam can be done through the built-in exam schedulers. Once student/staff/volunteer has enrolled in the course and is comfortable with all of the safety materials, schedule a time to come take the safety quiz on the CCN's testing computer. After passing the safety exam, navigate back to the exam schedulers section and schedule a time slot for an oral exam. **NOTE:** Emailing Jared for scheduling purposes is no longer necessary! He is automatically notified when an exam is scheduled through the CCLE system, and has no ability to schedule either the computer or oral exams in lieu of the scheduling platform.

4. Exams

- a. Safety Quiz: Once the exam is scheduled, come to the CCN to take the safety quiz (formerly the written exam) on the testing computer. Feedback for the questions is not provided, but Jared will go over wrong answers one-on-one to make sure any failure in understanding is addressed. After passing the exam, sign up for the oral exam immediately or schedule at a later time. If score received is not high enough to pass, incorrect answers will be reviewed. At least one day in between attempts is required. Schedule a time to take the safety quiz over again in the upcoming days.
- b. Oral Exam: The oral exam is administered the same way as it was before; please schedule through the oral exam scheduler.
- c. Re-cert Exam: The recertification exam has also been moved to the safety site. This quiz can be taken anywhere, use the passkey: **Re-cert123** to attempt. If the score obtained was not high enough to pass, the exam can be taken again after waiting approximately 15-minutes in between attempts. These questions do provide informative feedback. Take the mandatory 15-minute interval to review the feedback before attempting again. Once passed, please email Jared and he will update the re-certification status.

The goal for creating this platform was to establish a clear and consistent process for certifying users, regardless of who is overseeing the safety process. It's no longer necessary to waste time emailing back and forth with CCN staff for scheduling dates, or waiting for testing results.