Training: Getting Started and Troubleshooting

Login Instructions

1. Go to [http://lms.ucdavis.edu](http://lms.ucdavis.edu) [1].

2. Login using your UCD Kerberos login and password. (If you receive an error message, please contact [Staff Development and Professional Services](mailto:sdps@ucdavis.edu) [2] (SDPS) at [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) [3] or (530) 752-1766.)

3. On the search box on the left-hand side of the window, search for the course you plan to take (e.g., "biological safety cabinet", "Fumehood", etc.).

4. Click on the "Start" button for the online course.

5. You must successfully complete the quiz at the end in order to receive credit for the course.

6. After you finish the quiz, you can close the presentation window (using the MS Windows red "x" on the top right corner of the window, or in Mac OS X the red round button on the top left corner of the window) and go back to the [http://lms.ucdavis.edu](http://lms.ucdavis.edu) [1] window.

For questions about access to LMS, please contact [Staff Development and Professional Services](mailto:sdps@ucdavis.edu) [2] (SDPS) at [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) [3] or (530) 752-1766.

LMS Access

- Visiting faculty, concurrent students, volunteers, vendors, and other non-UC Davis affiliates must complete a [Temporary Affiliate Form (TAF)](http://safetyservices.ucdavis.edu/lms-faculty-observation) [4] to obtain a Login ID before they will be able to sign up for training.
  - Visiting scholars or volunteers must obtain Temporary Affiliate Status (TAF) prior to class enrollment.
  - Sponsors must begin the TAF process for visiting faculty.

- UC Davis students, visiting faculty, volunteers, and vendors need to have a LMS account created before they will be able to sign up for training. To have a LMS account created please send an email request to [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) [3].

- TAFs and non-paid students must contact Staff Development and Professional Services ([sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) [3]) to enroll in classes in the UC Wide Learning Management System (LMS) - i.e., any classes that direct you to: [lms.ucdavis.edu](http://lms.ucdavis.edu) [1]
If you are receiving an error when trying to log into LMS, you may need to complete a TAF or have a LMS account created.

**UC Davis Kerberos Single Sign-On (SSO) account**

If you are having persistent problems authenticating using your login ID and Kerberos passphrase, please contact:

**IT Express**

(530) 754-HELP (4357)

ithelp@ucdavis.edu

http://itexpress.ucdavis.edu

Hours: M-F, 7 a.m. – 9 p.m.

For answers to general questions about using your UC Davis login ID and Kerberos passphrase, please see the IT Express Knowledge Base at: http://xbase.ucdavis.edu

**Creating a Temporary Affiliate Account**

**Temporary Affiliate Account (TAF):** Guest faculty and staff, visiting scholars and others may receive temporary computing privileges when deemed necessary by an affiliated University of California, Davis department. Temporary accounts are created using the (TAF) form, must be sponsored by a University of California, Davis faculty or staff, and can be active for up to a maximum of one (1) year, or until the owner's affiliation with UC Davis ends, whichever comes first. Renewal of this account is required for continuation of services beyond one year.

Visit: Temporary Affiliate Form to begin the process.

- See the 5 Steps to Create a TAF Account below.
- The TAF process must be completed prior to class enrollment.
- Individuals having a TAF and all UC Davis students, must contact Staff Development and Professional Services at (530) 752-1766 or sdps@ucdavis.edu before enrolling in LMS classes.

**5 Steps to Create a TAF Account Online**

1. The sponsor (or their proxy) begins the process. Any UC Davis employee can sponsor an affiliate. Though, historically, the sponsors have been tech leads or departmental MSOs. To initiate the process, visit the TAF web site (https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi) and enter your Kerberos username and password. You (the sponsor) will be taken to the landing page. On this page, the sponsor clicks "Create a TAF" and enters the following information: the proposed affiliate’s name and email address, the TAF expiration date, the sponsoring department, the category that best describes the affiliate and finally any comments for the affiliate. When this page is completed and the terms and conditions have been accepted, the proposed affiliate will receive an email (at the address entered by the sponsor) inviting them to complete their portion of the Online TAF.

2. The proposed affiliate verifies their information. The proposed affiliate verifies the information...
submitted by the sponsor and enters their identification and contact information (they have the ability
to change their email address if another email is preferred). Before the proposed affiliate agrees to the
terms and conditions at the bottom of this page, they can enter comments to be routed back to the
sponsor before the sponsor verifies the proposed affiliate’s information.

3. **The sponsor verifies the proposed affiliate’s information.** The sponsor will receive an email
containing comments (if any) and a link to Step 3 in the process. This step is to verify that the
proposed affiliate has completed their information correctly. The sponsor will click the "continue"
button at the bottom of the page and the form will be forwarded to the page where an approver is
selected.

4. **The sponsor selects an approver.** There are two ways to select an approver. The simplest is to select
from a pre-populated pull down menu of authorized approvers. If the appropriate person is not listed
in the approver list, the sponsor is prompted to designate an approver which is vetted by ITX and
either added to the approver pull down menu or denied. Once an approver is selected and comments
(if any) are entered for the approver, an email is sent to the approver with a link routing them to the
final approval page.

5. **The approver approves/denies the proposed affiliate.** If the proposed affiliate is approved, they will
receive an email containing pertinent information and a link to the Computing Account webpage
where they can create their account. If they are denied, the sponsor is notified.

**Contact**

**Training**
sdps@ucdavis.edu 530-752-1766
Access issues for the Learning Management System (LMS)

**More information**
[article/training-getting-started-and-troubleshooting](http://safetyservices.ucdavis.edu/article/training-getting-started-and-troubleshooting)

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**Links**
[2] [http://www.hr.ucdavis.edu/sdps](http://www.hr.ucdavis.edu/sdps)
[3] [mailto:sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)
[5] [http://safetyservices.ucdavis.edu/tr/temporaryAffiliateForm](http://safetyservices.ucdavis.edu/tr/temporaryAffiliateForm)
[6] [mailto:ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu)
[9] [https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi](https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi)