1. Log into WORKSAFE at https://worksafe.ucla.edu/
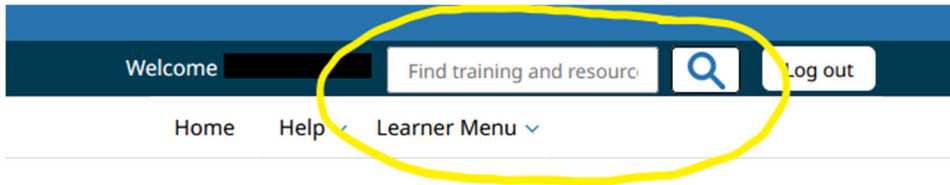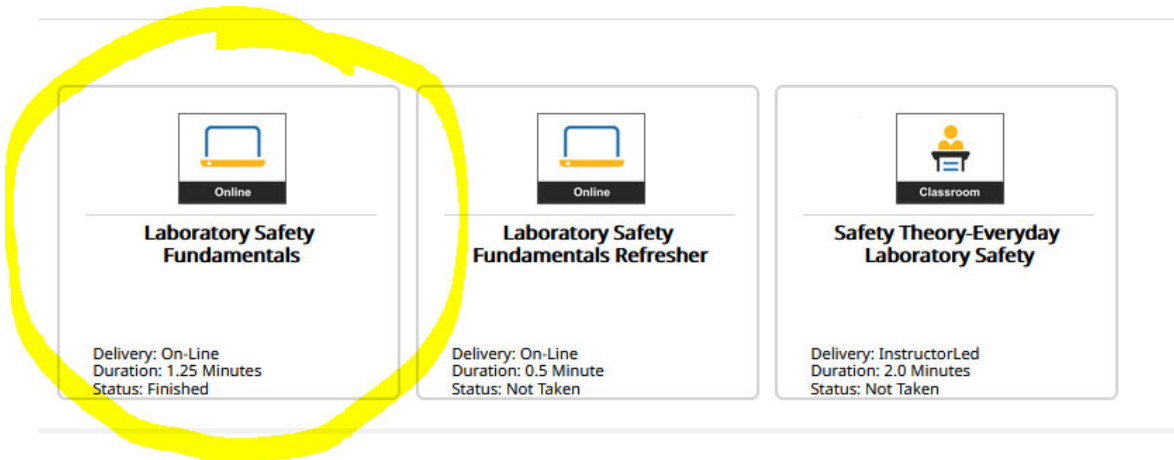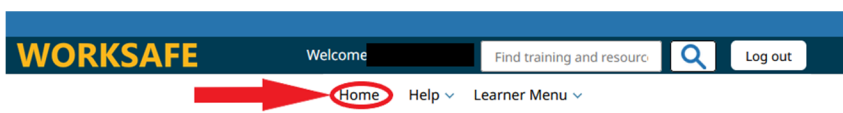
2. If you have a UCLA LOGON, please log in. If not, please create/activate a UCLA LOGON. PLEASE MAKE SURE YOUR USERNAME IS 12 CHARACTERS OR LESS.

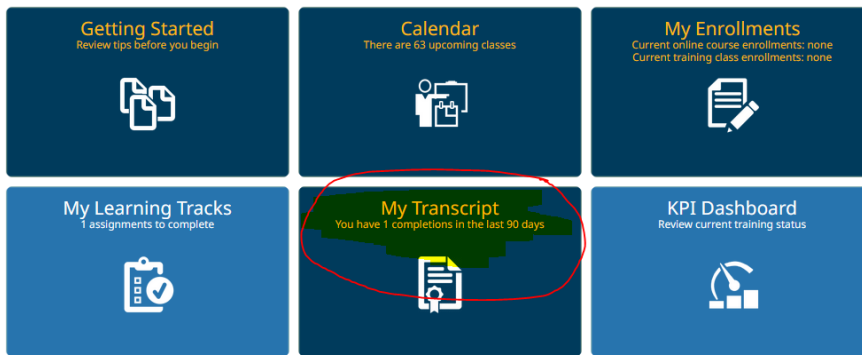3. Once logged in, find the search bar in the top right.

4. Search for "LABORATORY SAFETY FUNDAMENTALS".

5. Look for the Laboratory Safety Fundamentals/Refresher course

6. Please complete the entirety of the module.

7. Return to the Worksafe Home Page using the "HOME" button in the top right.

8. Click "My Transcripts"

9. Find your certificate and then click "Print".

Course ID	Course Title	Status	Status Date ↓	Score	Expiry Date	Certificate	Action
			Year Ending: 12/31/2022				
LAB-LSFC-OL	Laboratory Safety Fundamentals	Finished - Pass	04/01/2022	94.00	12/31/2023	Print	ℹ

10.Save your certificate as a PDF or take a screenshot of it.

11.Upload it to your volunteer dashboard and a coordinator will verify & approve it.