NEW ADVISOR CHECKLIST

College Advising
Training Program | UCLA

Welcome! Below you will find a checklist of systems and trainings you will need to access, as well as a list of resources that may be helpful to you. Please work closely with your supervisor to ensure you have access to all systems needed for your role.

SYSTEM ACCESS

- ◯ Counselor Desktop
- ◯ Curriculum Management Systems (CMS)
- ◯ Degree Audit Report System (DARS)
- ◯ MyUCLA Forms
- ◯ MyUCLA Message Center
- ◯ OASIS
- ◯ Outlook
- ◯ Student Affairs Web (SAWeb)
- ◯ TransferologyLab

MANDATORY TRAININGS

- ◯ FERPA
- ◯ Sexual Harassment Prevention
- ◯ UC Abusive Conduct in the Workplace
- ◯ UC Cyber Security Awareness Fundamentals
- ◯ UCLA Emergency Evacuation Training
- ◯ UC Ethical Values & Conduct

FIRST STEPS

- ◯ Attend FERPA Orientation
- ◯ Create BOL
- ◯ Create g.ucla email account
- ◯ Get your staff ID card
- ◯ Contact Jessica Amaya to learn more about Advisor Training
- ◯ Join the ACE Professional Development Program listserv
- ◯ Request to be added to the College email listserv and/or have your department information updated on the School & Department Contact List (this request is separate from the UCLA directory)

GOALS/NEXT STEPS

Feel free to use the space below to write down and keep track of what you would like to accomplish as you transition into this role.

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