NEW ADVISOR CHECKLIST

the **UCLA** directory)



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	MANDATORY TRAININGS
 Counselor Desktop Curriculum Management Systems (CMS) Degree Audit Report System (DARS) MyUCLA Forms MyUCLA Message Center OASIS Outlook Student Affairs Web (SAWeb) TransferologyLab 	 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	GOALS/NEXT 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 	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.