

UCLA Labor Studies

Instructions and Resources for Newly-Hired Instructors

- **BOL ID and email address** - Now that your hiring paperwork is signed and Mary has likely added you to the employer database, you can use your old BOL ID, friscog, to access the UCLA platforms you will need for the class. You will need your Bruin Online (BOL) username and password for logging into almost everything having to do with UCLA.
 - You can go to this link >>> <https://logon-csb1.logon.ucla.edu/>, to verify or recover your logon ID and/or password
 - While on the site, you can log in to the Identity and Accounts Manager function to review and determine what your official UCLA email will be. You have 2 options (let us know what you decide):
 - You can keep friscog@ucla.edu. Also, we are now connected to google suite, so you can use [@g.ucla.edu](mailto:g.ucla.edu) to access email through gmail, and have access to a google drive, google calendar, google hangouts, google groups, etc.).
 - Choose an IRLE email address (@irle.ucla.edu). To set this email up, you need to contact [Veronica Gndt](#), our Departmental IT Manager, vgnandt@ssc.ucla.edu.
 - The only other thing is you need to get Multi-Factor Authentication to log-in to UCLA platforms. It's a new security measure that UCLA implemented in the past year or two. I believe you may be able to enroll in this through the Identity and Accounts Manager function, but here is a link [with step-by-step instructions](#).
- **Bruincard** - To get a staff Bruincard (not sure if you can re-activate your student one), you have the option of setting up your own Bruincard online (instructions directly below) or go to their main office at 123 Kerckhoff Hall to have them make one for you while you wait.
 - Link >>> bruincard.ucla.edu. Visit this site to set up your own Bruincard by sending your own picture to use or just to find more info on Bruincards in general.
 - **Online Bruincard Application Instructions**
 - Find the menu to the left, click "Apply for Card"
 - Log in with your Bruin Online (BOL) login
 - Follow the on-screen instructions and click Proceed to advance

- **Office Hours** - If you want to come to campus to have office hours, please connect with Gloria, our labor studies SAO, to schedule time at our Labor Studies Office, Bunche 9246. For a private or cubicle space at the DLC, I would suggest you check in with their office manager, Carlos Lopez Paniagua, cpaniagua@irle.ucla.edu, 213-480-4155, ext. 205.
- **Syllabus** - Please post your syllabus on your course website as soon as it is available and please also share it with Gloria (who will archive it in our syllabi bank in BOX). A few docs to help with this >>> [Syllabus Development Guide, 1pgr of Student Resources to add to your syllabus.](#) *(All the documents I linked are on **BOX**, the UCLA online storage and file sharing system. In order to access the documents, you will need to login using your BOL ID. Here is a link with more info on BOX >>> <https://www.it.ucla.edu/services/email-calendar-collaboration/box/individual-box-accounts>*
- **Course Website** - I have added you to the course listing, which means you should be able to log-in to the course website using your BOL ID. Click on the Class Website link located in the Class Detail page >>> [here](#) . If you have any problems or would like to get trained on the various functions available through the class moodle (highly recommend it), you should contact Kevin Kitagawa, kitagawa@ssc.ucla.edu.
- **Photo Roster of Students, Gradebook, Group Email to students** - You can find all of this when you log into www.my.ucla.edu. Resources >>> [Gradebook Manual, Gradebook Quick Start](#)
- **Comms/Social Media presence** - Should you be interested in having the comms team, stop by to take photos/videos and/or blast Community Scholars on social media, please follow-up with Citlalli Chavez to set-up a plan. Her email address is citlallichavez@ucla.edu.
- **Class/Fieldwork/Service Learning-related forms (serve as a reference/templates)** >>> [Templates for Time Log Sheet, Sign-up List and Intake/Application Form to support your class.](#)
- **Liability forms that need to be distributed to students, signed and collected.** >>> [A copy of the Photo Release/FERPA Information Release form, FERPA info for instructors and a copy of the Liability Waiver form.](#) After forms

are signed and collected, please hand them to Gloria, who needs to keep them on file for the next couple of years.

- **Honorariums** - I will send a separate email later, with instructions on what to do, since Robert is also wondering about this. Once you decide and confirm your guest speaker/s, please inform Gloria, as soon as possible in order to provide us enough time to support you.
- **Copies** - We have a copy machine at Bunche 9246 for our classes, and it's connected to the desktop computer in the office. You can scan, print, and make copies (black and white). The code is **1213**. If you want to make copies at the DLC, I would suggest you check in with their office manager, Carlos Lopez Paniagua, cpaniagua@irle.ucla.edu, 213-480-4155, ext. 205.
- **Additional Resources for Instructors and Teaching Assistants** - A helpful guide of Resources for Instructors and TAs that Gloria created (includes info on reserving classrooms/computer labs on campus, setting up Course Reserves, etc). >>> [Labor Minor UCLA resources for instructors](#)