

# How does a new staff member gain access to Counselor Desktop?

All employees must attend a training course prior to being granted Counselor Desktop access. Please contact the MyUCLA help desk at 310-206-4525 or email your name and phone number and 9-digit UID to [helpdesk@college.ucla.edu](mailto:helpdesk@college.ucla.edu) to be added to the training session reservation system. Once added to that system, follow these instructions to sign up for a training session through MyUCLA.

1. Log into <http://my.ucla.edu> using your UCLA logon ID and password.
2. Go to Campus Life → Event Reservations (in the Calendar column).
3. Select “Undergraduate Education Information Technology” for the group and “Workshop >> Counselor Desktop” for the category.
4. Select and reserve the session you would like to attend. (Reservations will be accepted until 5 pm on the day prior to the training date.)

**Note:** Prior to attending the training class, OASIS access must be established, including any required enrollment access from the Registrar’s office.

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