Welcome to UCLA Henry Samueli School of Engineering and Applied Science, Engineering Science Corps Online Tutoring & Mentoring Program. The following provides you some helpful information in accessing the Online Tutoring & Mentoring Program website.

As you navigate around the website you will see the words, Common Collaboration & Learning Environment or CCLE. This system is UCLA’s campus-wide online course management system which the Online Tutoring & Mentoring Program utilizes to provide tutoring to your school. For more information on UCLA CCLE, please visit: [http://www.oid.ucla.edu/content/about-ccle](http://www.oid.ucla.edu/content/about-ccle).

**STEP 1**
Request registration from your teacher. Provide them your full name and email address. Your teacher will email the Engineering Science Corps staff to request registration for you.

**STEP 2**
Create a UCLA account

Go to [esc.seas.ucla.edu](http://esc.seas.ucla.edu) and click on:

- High School Programs
- Online Tutoring & Mentoring Program
- Program Overview
- Steps to Getting Started

OR

Click on this link: [https://esc.seas.ucla.edu/online-tutoring-mentoring-program-tutoring/](https://esc.seas.ucla.edu/online-tutoring-mentoring-program-tutoring/)

Select the link “create a UCLA LogonID”

Next, read and agree to the Create UCLA Logon ID Policy, check the box (located at the bottom of the screen) and click, “next.”

*please note that you have a 20 minute time limit to complete this process.

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Select “I do not have a UCLA Identification Number and I am NONE OF THE ABOVE...” and hit “next.”

Complete the fields as instructed and select “next.”

Next you will need to create a username, password and security question/response. Please read through the instructions regarding username and password protocols.

You will not be able to change your username once it is created. Do not share your username and password with anyone.

While we highly recommend you commit this to memory, a space below is allocated for you to record this information. Once recorded please store this in a secure location.

Write your username and password here:

Username: _________________________

Password: _________________________

The system will query you for a final affirmation of your request to create your account. Select “Create My Account.”

The system should indicate that your account has been created and is ready for use.

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Once ESC staff registers you into the system, you will receive an email from UCLA Common Collaborative Learning Environment (CCLE) inviting you to enroll in the Online Tutoring & Mentoring Program course to access the Tutoring Discussion Forums.

Accept this invitation by clicking the link provided in that email.

Now that you’ve created your UCLA Logon ID (steps 4 – 10), logon using your newly created UCLA Logon ID & Password.

Accept the invitation by selecting the Accept invitation button.

After successfully logging on to the system you should be able to see the Tutoring Discussion Forums on the Online Tutoring & Mentoring Program website.

Welcome!