Workplace Answers (WPA) Portal Access Instructions for UCLA

If you lost your online training email invitation or never received one, you may go to the following site to discover your log-on ID and password:

www.workplaceanswers.com/ucla/

Invitations to participate in online training are issued for those required to take it and who have been registered with Workplace Answers (WPA). The invitation arrives via email when an employee's email address was downloaded from a UC system and sent to Workplace Answers (WPA). By clicking on the link in that email invitation you are able to access the course.

If you have been registered for a course and either did not receive an email invitation or do not know your password, follow the instructions below to find your password and access the online course:

1.   Go to www.workplaceanswers.com/ucla
2.   Enter your Employee ID Number (the site gives tips for locating the number)
3.   Enter your last name

The course can be accessed at: http://www.workplaceanswers.com/select.asp

If you have any questions, contact the Training Desk at 310-794-0850 or send email to UCETHICS@UCLA.EDU.