

**To: All UCLA Faculty, Staff, and Students**

We are delighted to announce that all UCLA students, faculty and staff now have unlimited access to a full range of online software training videos and materials. More than 1,000 training tutorials are available to the campus for products including Adobe, Apple, Microsoft and many more programs that are commonly used on campus. This unlimited license will be in place through June 2012.

To access an online tutorial (accessible from any machine, anytime, anywhere), go to: [www.LearnIT.ucla.edu](http://www.LearnIT.ucla.edu) and log in with your UCLA ID and password.

In the very near future, users will be able to access "packages of classes" that can be used as pre-requisites for academic courses, career preparation, or administrative skill sets. This resource will also be available at: [www.LearnIT.ucla.edu](http://www.LearnIT.ucla.edu).

UCLA's license is being supported by several campus organizations, including: Campus Human Resources, Capital Programs, Facilities, Finance, Graduate Division, Housing and Hospitality Services, Information Technology Services, Library, Health Sciences, Office of Information Technology, Office of Instructional Development, Office of the Vice Chancellor for Research, Research/Training/Development Office, Student Affairs, Transportation Services, and University Extension.

These [LearnIT.ucla.edu](http://www.LearnIT.ucla.edu) tutorials are brought to the campus with the endorsement of the UCLA IT Planning Board and central and local IT directors.

UCLA has an unlimited license of this online training for one year, and this year's usage will determine the value of this training resource to the campus and whether UCLA will acquire the license again next year. We'll be conducting an extensive survey on use of the materials in Spring 2012, and your participation in the survey will be critical to establishing the value of these training materials. When the survey is conducted, we hope you'll participate.

If you have any questions or comments please contact Michelle Chen on the UCLA IT Digital Citizen team at [mchen@OIT.ucla.edu](mailto:mchen@OIT.ucla.edu).

Sincerely,

***Jim Davis***

Vice Provost

Office of Information Technology