

How to Access the SF Employee Learning Portal

A Quick Guide for UCSF Faculty, Staff, and Trainees at ZSFG



Reminders

- Use Firefox, Microsoft Edge, or Chrome
- Turn Off Pop-Up Blockers

Step 1

Visit: <https://zsfg.ucsf.edu/sflearn>

Home > Resources > Annual Learning Training

View Edit Delete Revisions

Annual Learning Modules and Compliance & Privacy Training

Annual Learning: Launching June 12, 2025 | Compliance & Privacy: Launching July 1st

[ANNUAL LEARNING LOGIN](#)



Annual Learning Dates

Projected Launch and Completion Dates:
6/12/2025 - 12/12/2025

Compliance & Privacy Dates

Projected Launch and Completion Dates:
7/1/2025 - 9/30/2025

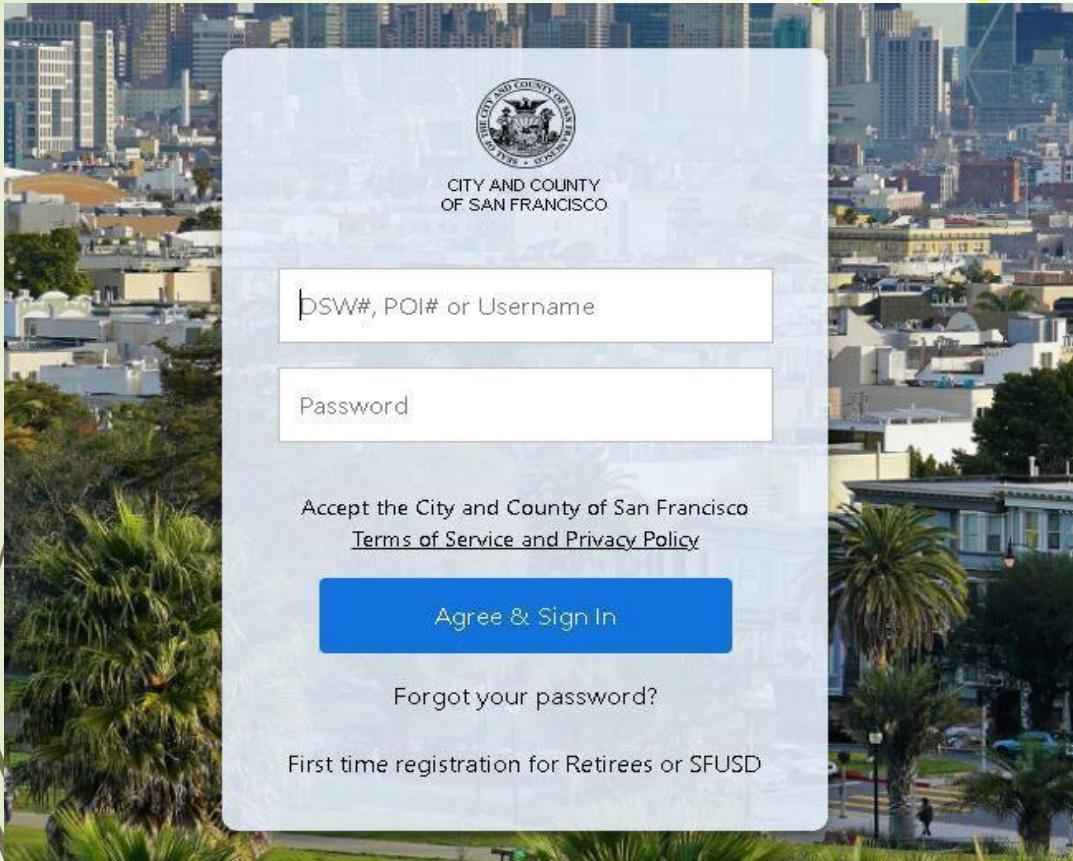
Compliance & Privacy Training Troubleshooting Tips

- Restart your computer before you login to the SF Learn Platform
- Clear your internet browser history (cache) a few times
- Allow the videos in each of the learning modules to play in its entirety
- Log-in and access the trainings using the pathways instructed on the "DPH Compliance and Privacy Trouble Shooting Guide"

Step 2

CCSF Login Page

If you know your POI# and Password, skip to Step 6



- Enter UCSF POI#

Contact: [Department Manager/ Champion](#) or [Trainee Administrator](#) for Assistance

- Enter Password

First Time User?

Contact DPH IT for temporary password, 628-206-7378

Previous User and Forgot Password?

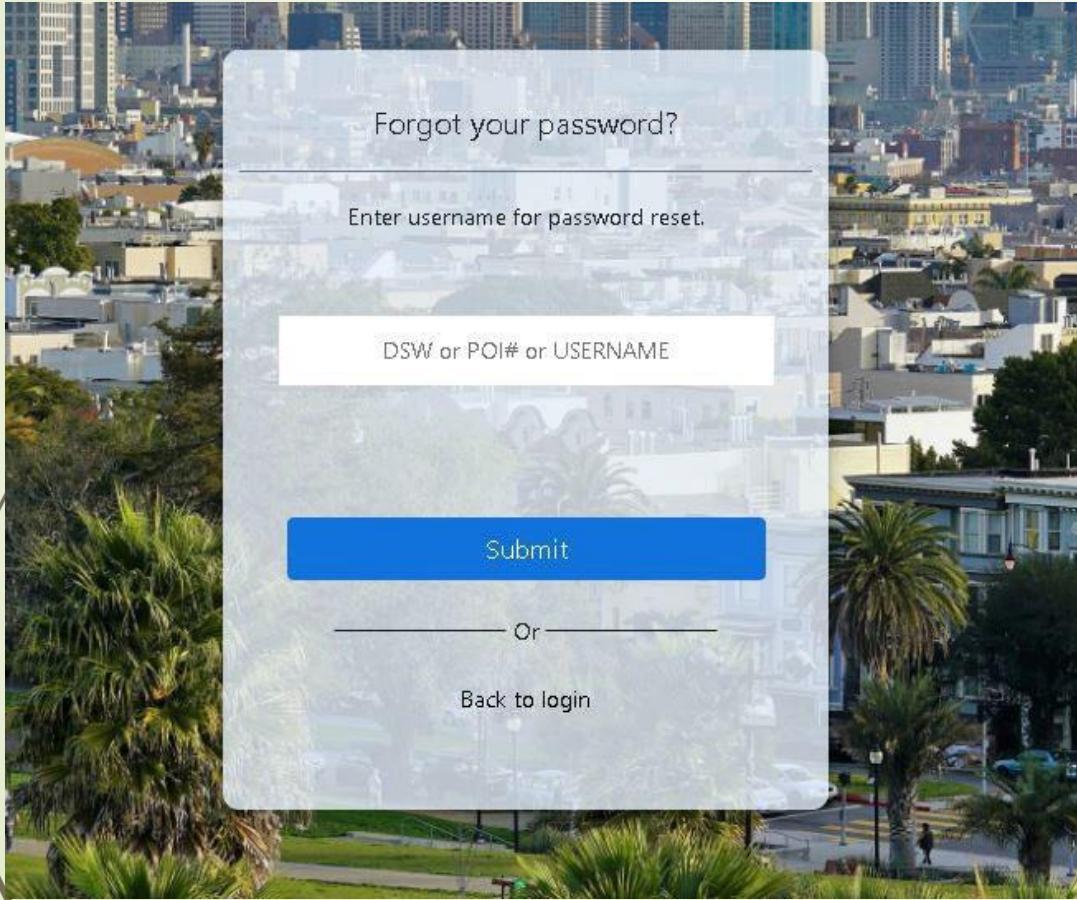
Select 'Forgot your password?' link

- Select 'Agree & Sign In'

IF you entered both POI# and Password

Step 3

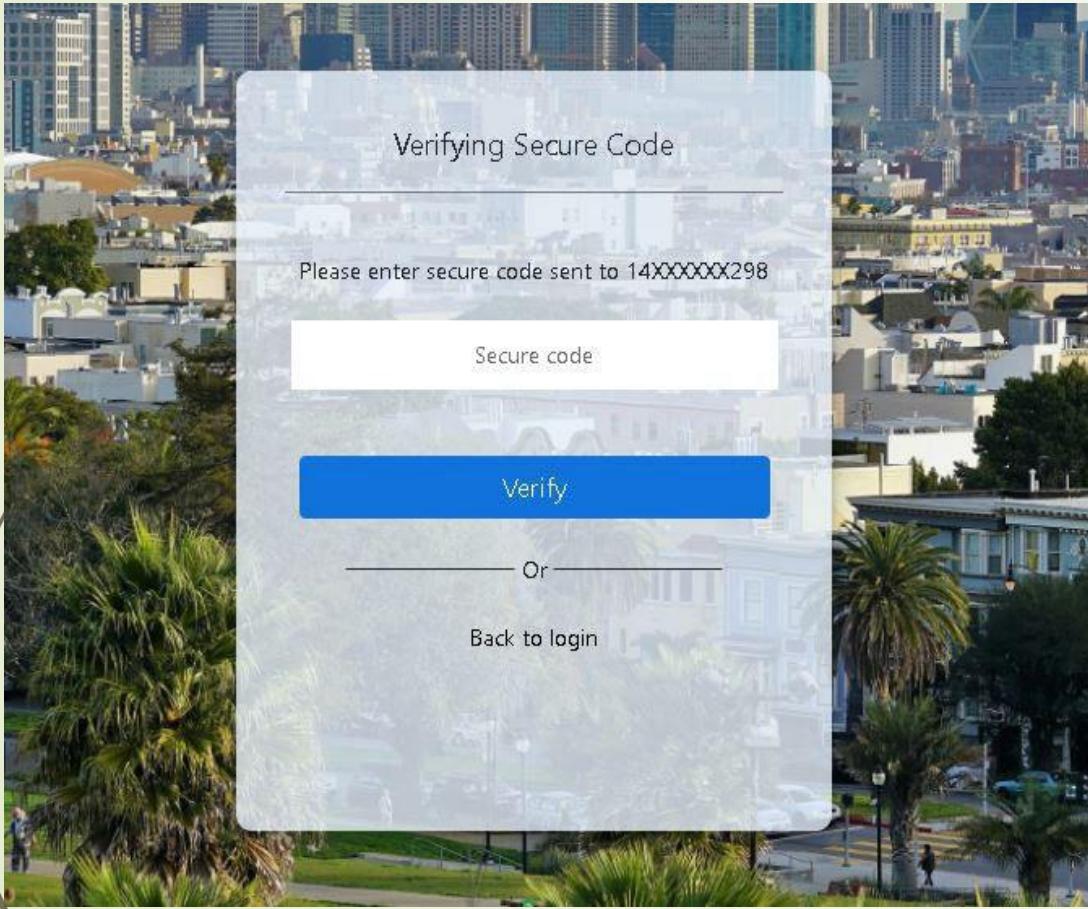
Forgot your password? Page



- Enter your UCSF POI#
- Select 'Submit'

Step 4

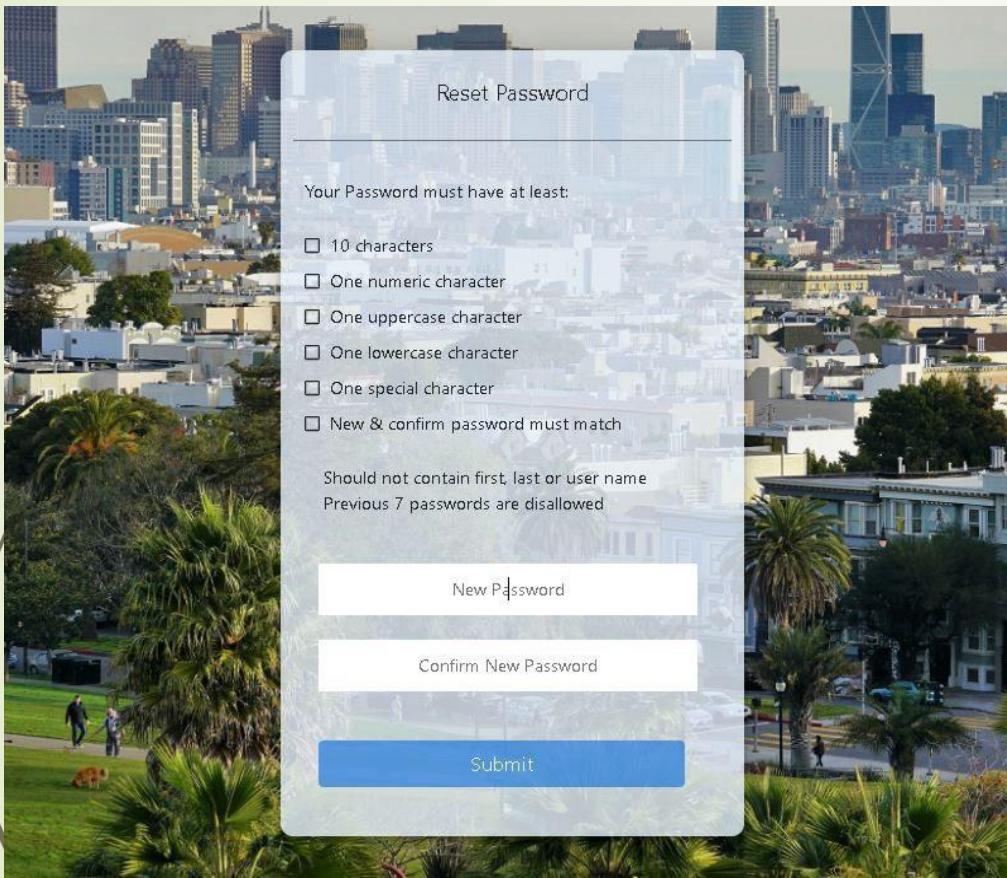
Verifying Secure Code Page



- Enter Secure Code from Phone
- Select 'Verify'

Step 5

Reset Password Page



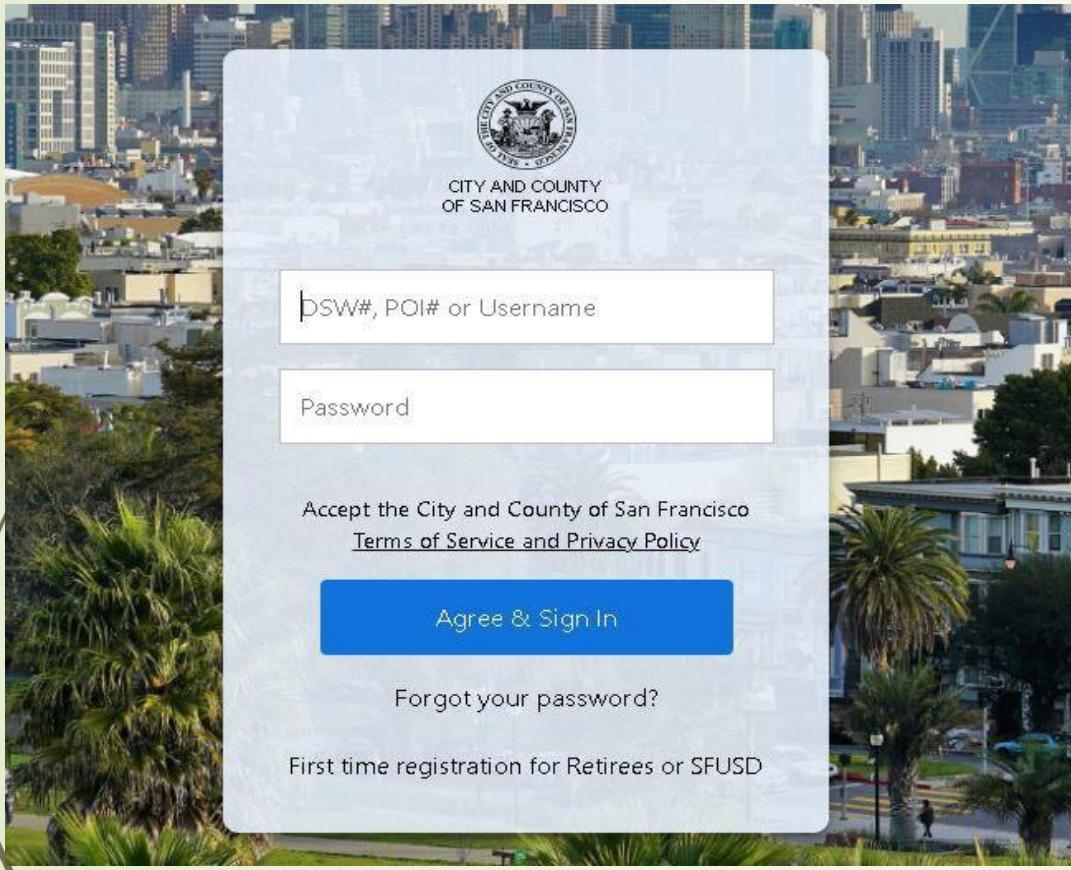
New Password Guidelines:

- 10 characters
- One numeric character
- One uppercase character
- One lowercase character
- One special character
- New & confirm password must match

Select “Submit”

Step 6

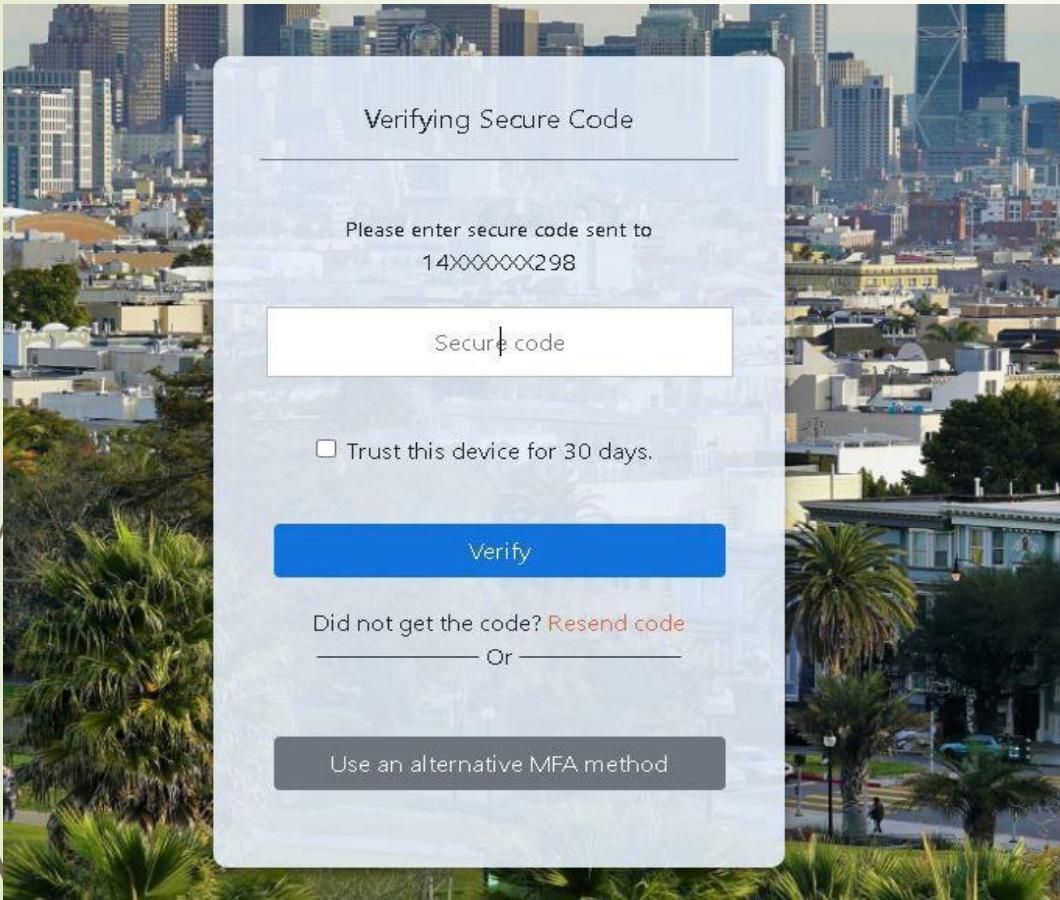
CCSF Login Page



- Enter UCSF POI#
- Enter Password
- Select 'Agree & Sign In'

Step 7

Verifying Secure Code



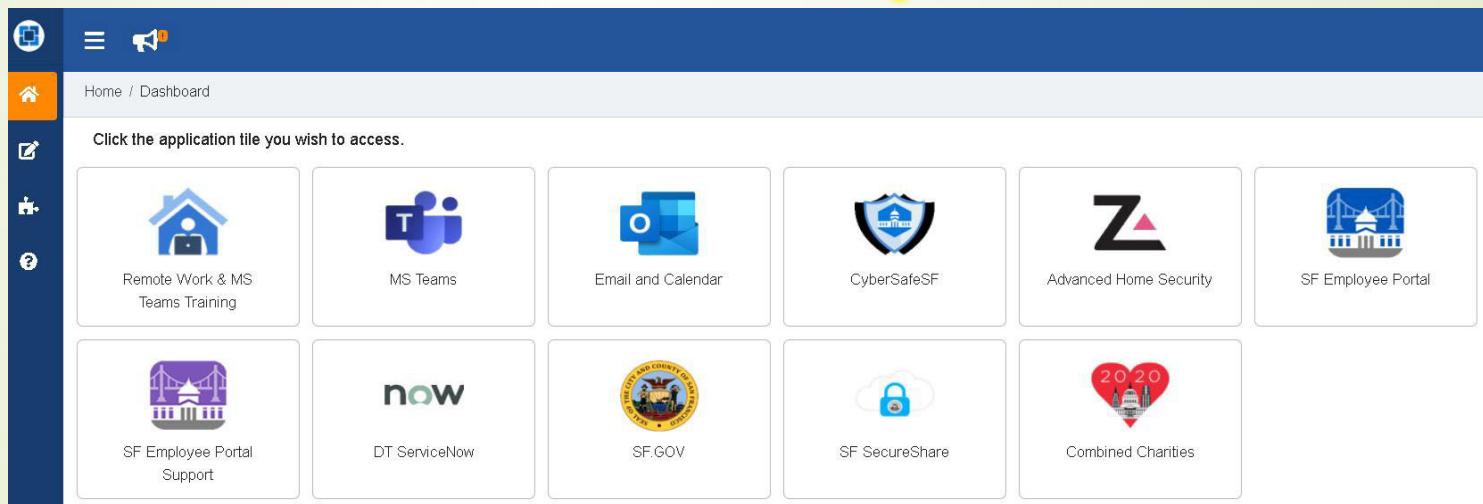
- Enter Secure Code from Phone
- Select 'Trust this device for 30 days'
- Select 'Verify'

Step 8

CCSF Dashboard Page

If you have logged onto this site previously, you may
be directed to Step 12

Select 'Multi-Factor'
(To Add Additional
Layer of Security)



The image shows the CCSF Dashboard Page. On the left, a vertical sidebar features a yellow arrow pointing to the 'Multi-Factor' icon, which is highlighted with a yellow box. The sidebar also includes icons for Home, Edit, and Help. The main dashboard area has a title 'Home / Dashboard' and a sub-instruction 'Click the application tile you wish to access.' Below this, there are ten application tiles arranged in two rows of five. The tiles are: 'Remote Work & MS Teams Training' (blue house icon), 'MS Teams' (two people icon), 'Email and Calendar' (blue envelope icon), 'CyberSafeSF' (shield icon), 'Advanced Home Security' (pink 'Z' icon), 'SF Employee Portal' (blue bridge icon); and 'SF Employee Portal Support' (blue bridge icon), 'DT ServiceNow' (green 'now' icon), 'SF.GOV' (yellow seal icon), 'SF SecureShare' (cloud with padlock icon), and 'Combined Charities' (red heart icon).

Remote Work & MS Teams Training	MS Teams	Email and Calendar	CyberSafeSF	Advanced Home Security
SF Employee Portal Support	DT ServiceNow	SF.GOV	SF SecureShare	Combined Charities

Step 9

Multi-Factor Page

Welcome [Redacted]

MyApps

- Dashboard
- Change Password
- Multi Factor
- Help
- My Profile
- Logout

Home / Multi Factor

Multi-Factor adds an additional layer of security to your account by using your mobile app, mobile number, non-City email or security questions to verify your identity. Once set up, other users cannot access your account even if they guess your password. If you need to reset your password you can use Multi-Factor options to verify your identity.

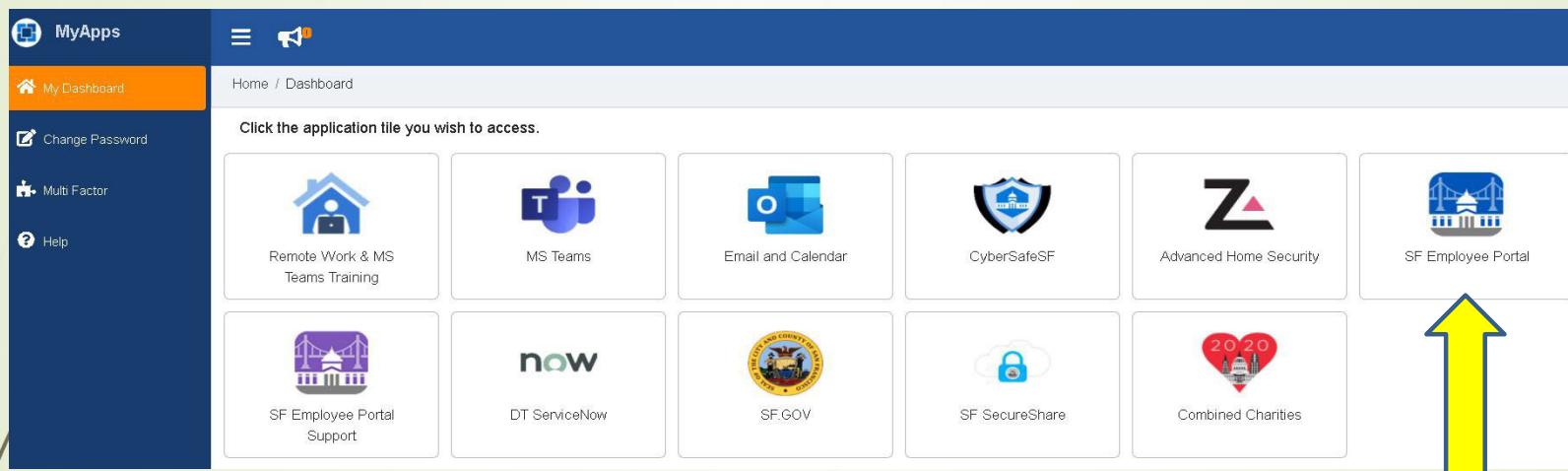
Mobile App	Mobile Number	Security Questions (Least secure)
Not Configured	14XXXXXX298	Not Configured

Please configure any 2 out of the 3 options
(i.e. Mobile App, Mobile Number, or Security Questions)

Multi-Factor adds an additional layer of security to your account by using your mobile app, Mobile number, non-City email or security questions to verify your identity. Once set up, other Users cannot access your account even if they guess your password. If you need to reset your Password, you can use Multi-Factor options to verify your identity.

Step 10

CCSF Dashboard Page



The image shows the CCSF Dashboard Page. On the left, there is a sidebar with the title 'MyApps' and a red arrow pointing to the 'My Dashboard' button. The main content area is titled 'Home / Dashboard' and contains the instruction 'Click the application tile you wish to access.' Below this, there are ten application tiles arranged in two rows of five. The tiles are: 'Remote Work & MS Teams Training' (blue house icon), 'MS Teams' (blue 'T' icon), 'Email and Calendar' (blue 'O' icon), 'CyberSafeSF' (blue shield icon), 'Advanced Home Security' (black 'Z' icon); and 'SF Employee Portal' (blue bridge icon) in the top row, and 'SF Employee Portal Support' (blue bridge icon), 'DT ServiceNow' (blue 'now' icon), 'SF.GOV' (SF seal icon), 'SF SecureShare' (blue cloud with padlock icon), and 'Combined Charities' (red heart icon) in the bottom row.

Choose '*SF Employee Portal*'

Step 11

SF Employee Portal

DO NOT Select 'My Learning' option



Select 'Work Links'

then

Select 'SF Learning'

The SF Employee Portal homepage. The 'HOME' tab is selected. The 'MY LEARNING' option is highlighted with a red X and a yellow arrow. A yellow arrow also points to the 'WORK LINKS' tab. The 'SF LEARNING' link under 'WORK LINKS' is highlighted with a yellow arrow. The 'MY INFORMATION' section shows a summary for 'Anne Shirley' with a table of work hours. The 'MY LINKS' section includes links to 'SF LEARNING' and 'SF OPEN BOOK'.

Day	Type	Status	Sub-Total	Total
Saturday 07/25/2020				0.00
Sunday 07/26/2020				0.00
Monday 07/27/2020	Regular Hours - Worked	Scheduled	8.00	8.00
Tuesday 07/28/2020	Regular Hours - Worked	Scheduled	8.00	8.00
Wednesday 07/29/2020	Regular Hours - Worked	Scheduled	8.00	8.00
Thursday 07/30/2020	Regular Hours - Worked	Scheduled	8.00	8.00
Friday 07/31/2020	Regular Hours - Worked	Scheduled	8.00	8.00

Step 12

SF Learning Platform Page



The screenshot shows the SF Learning Platform Page. At the top, there is a dark blue header bar with the "SF LEARNING" logo on the left, a "Learning" dropdown menu in the center, and a navigation bar with icons for home, search, and user profile on the right. Below the header, there are three main buttons arranged horizontally: "Learning Catalog" (blue button with a book and magnifying glass icon), "My Learning" (blue button with a person reading a book icon), and "User Support" (gray button with an owl icon). A large yellow arrow points upwards towards the "My Learning" button.

Select 'My Learning'

Step 13

#1

#2

#3

My Learning Requirements Portal: **Current**

My Learning

Current Learning

Cybersecurity Training
Web-based Training
Enrolled

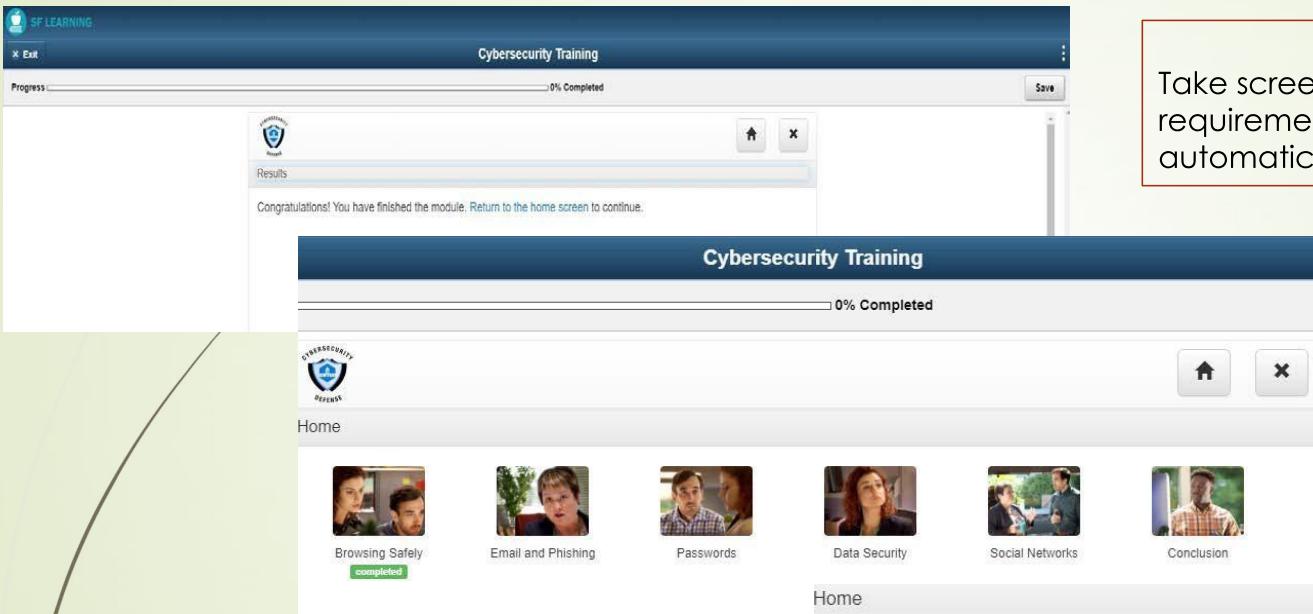
Launch

Arrows #1, #2, and #3: Ensures you are in the 'Current' Tab of the 'My Learning' section to view all required trainings and to select 'Launch' to start a training.

Select the title of the module to start a requirement. Do NOT select 'Launch'

Step 14

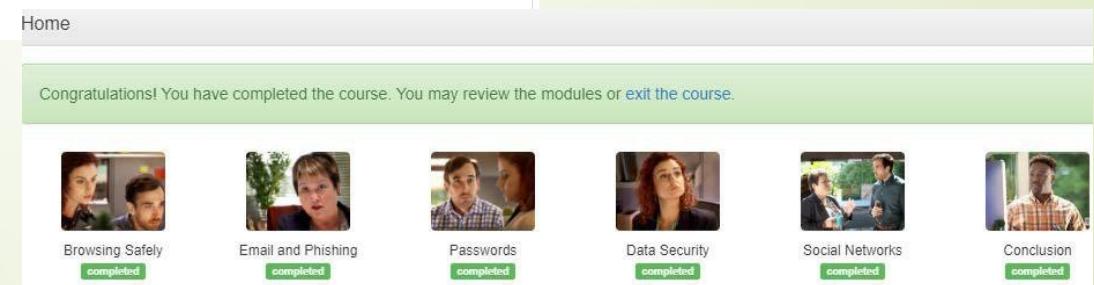
Recommended: Take Screenshots



The screenshot shows a software interface for 'Cybersecurity Training'. At the top, there's a 'Results' section with a message: 'Congratulations! You have finished the module. Return to the home screen to continue.' Below this is a 'Cybersecurity Training' header with a progress bar at 0% Completed. The main area is titled 'Home' and displays five modules: 'Browsing Safely' (completed), 'Email and Phishing', 'Passwords', 'Data Security', and 'Social Networks'. Each module has a thumbnail image and a small description below it.

Helpful Tip:

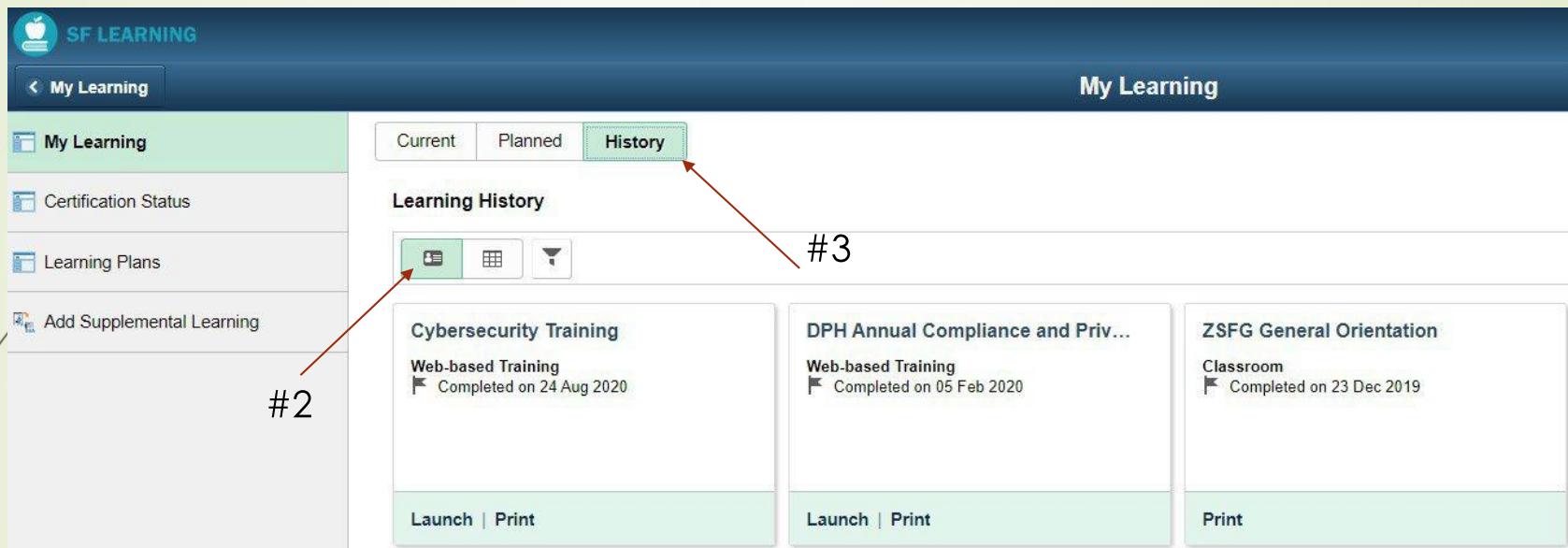
Take screenshots when completing a module & requirement, in case the system does not automatically record completion.



The screenshot shows a software interface for 'Cybersecurity Training'. At the top, there's a message: 'Congratulations! You have completed the course. You may review the modules or [exit the course](#)'. Below this is a 'Home' section with five modules: 'Browsing Safely' (completed), 'Email and Phishing', 'Passwords', 'Data Security', and 'Social Networks'. Each module has a thumbnail image and a small description below it. The 'completed' status is indicated by a green button next to the module names.

Step 15

My Learning Requirements Portal: History



The screenshot shows the 'My Learning Requirements Portal: History' interface. On the left, a sidebar has 'My Learning' highlighted. The main area shows three completed training items: 'Cybersecurity Training' (Web-based Training, completed on 24 Aug 2020), 'DPH Annual Compliance and Priv...' (Web-based Training, completed on 05 Feb 2020), and 'ZSFG General Orientation' (Classroom, completed on 23 Dec 2019). A red box at the bottom contains the following text:

Arrows #1, #2, and #3: Ensures you are in the 'History' Tab of the 'My Learning' section to verify the system recognizes completion of the Cybersecurity Training.

Training Type	Completion Date
Web-based Training	24 Aug 2020
Web-based Training	05 Feb 2020
Classroom	23 Dec 2019

Congratulations!

You have successfully logged into the SF Employee Portal, launched the My Learning application, and completed the Annual Cybersecurity training!



SF Employee Portal
Employee Login



SF LEARNING



**THANK
YOU!**