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

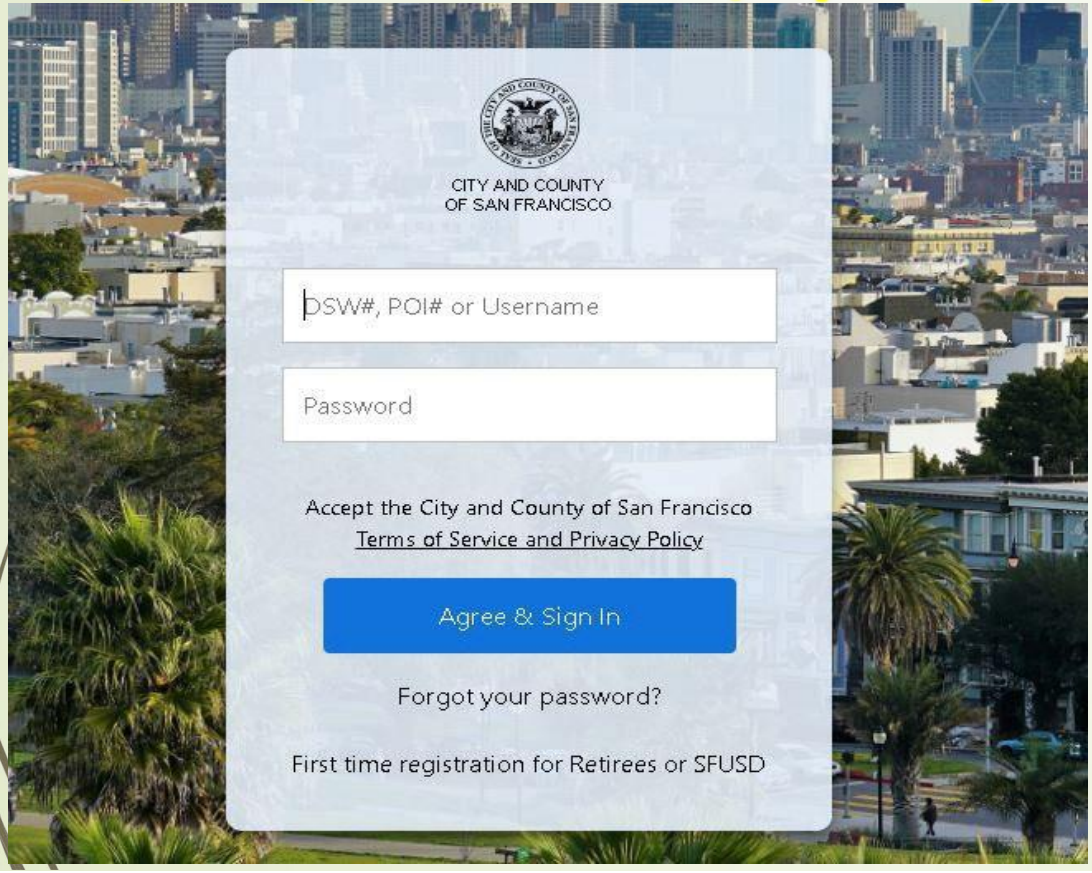
Step 1

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

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?

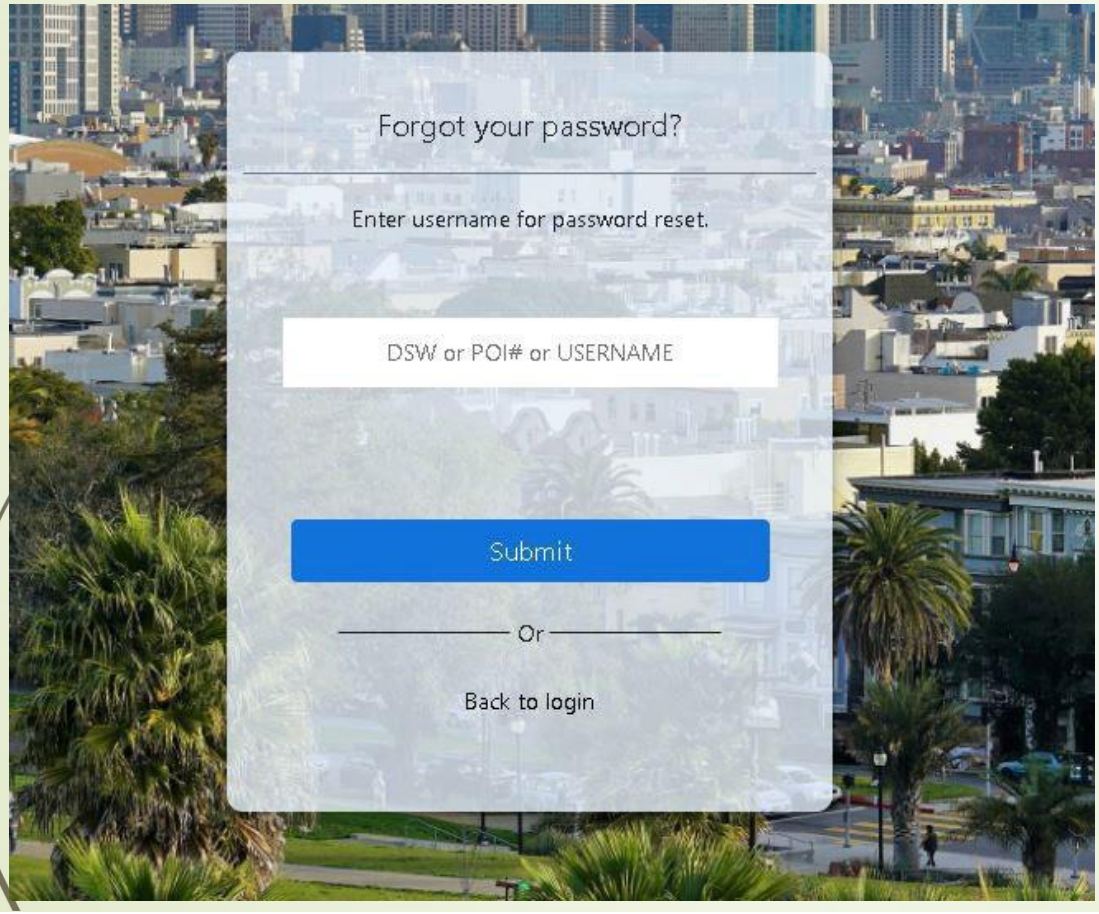
Select 'Forgot your password?' link

- Select 'Agree & Sign In'

IF you entered both POI# and Password

Step 3

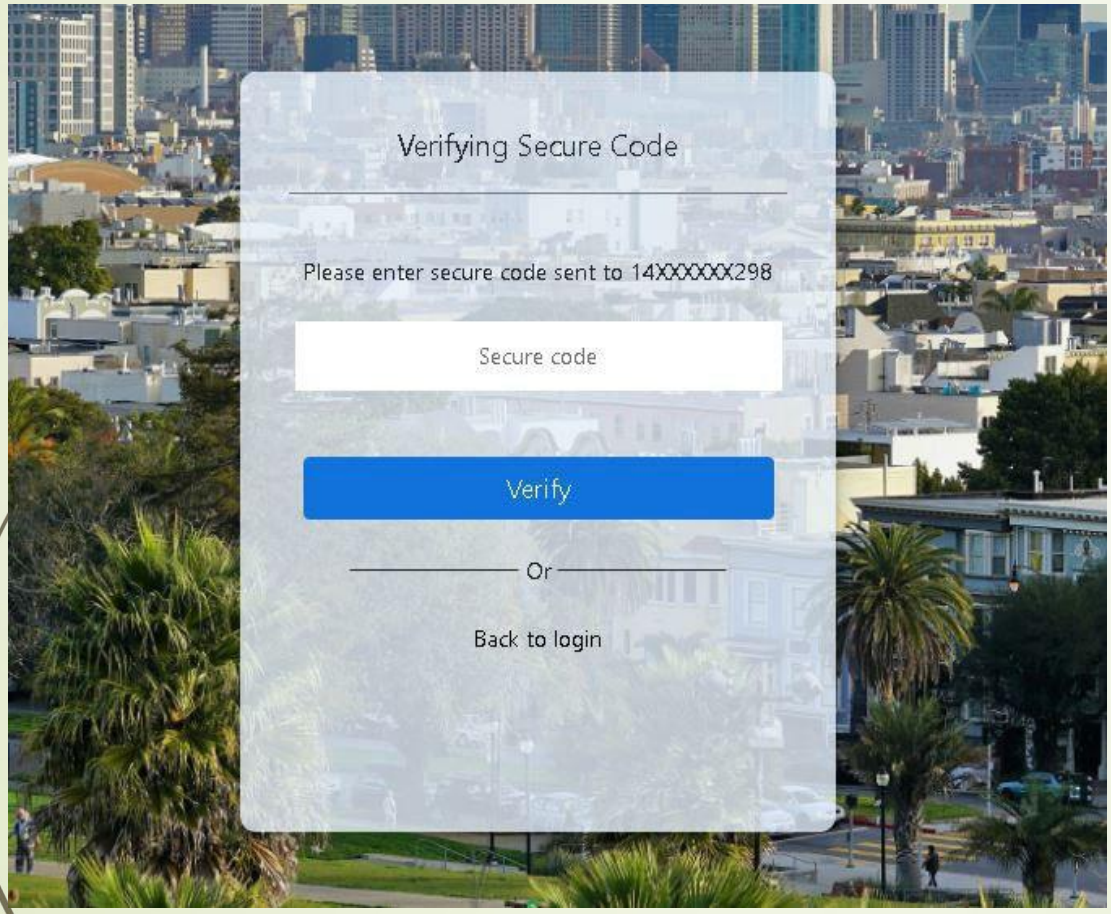
Forgot your password? Page



- Enter your UCSF POI#
- Select ‘Submit’

Step 4

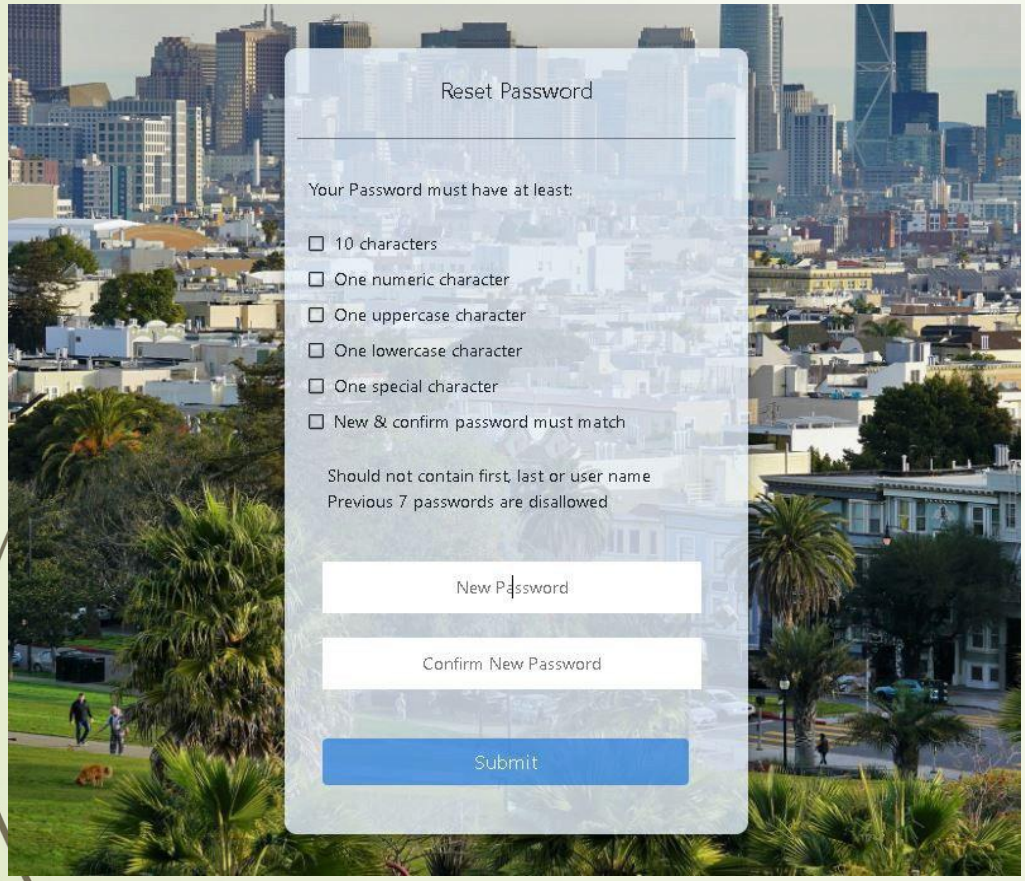
Verifying Secure Code Page



- Enter Secure Code from Phone
- Select ‘Verify’

Step 5

Reset Password Page



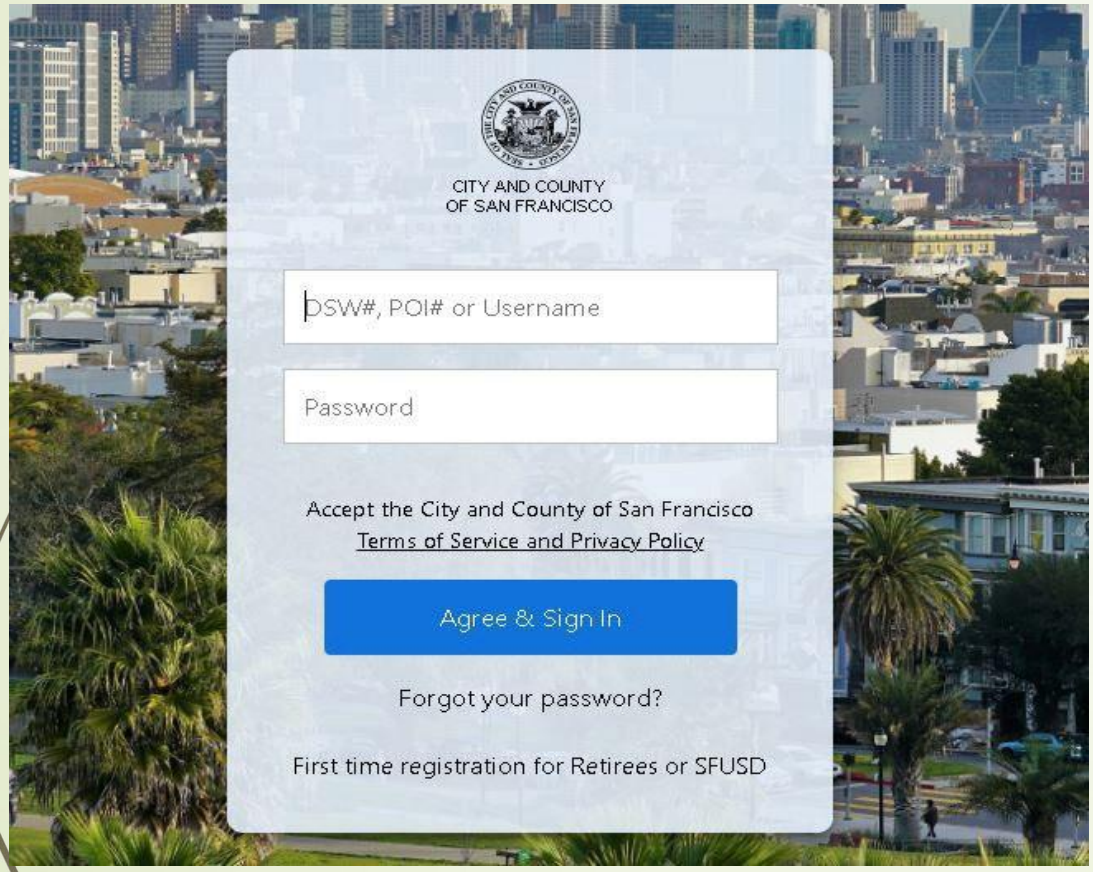
New Password Guidelines:

- 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



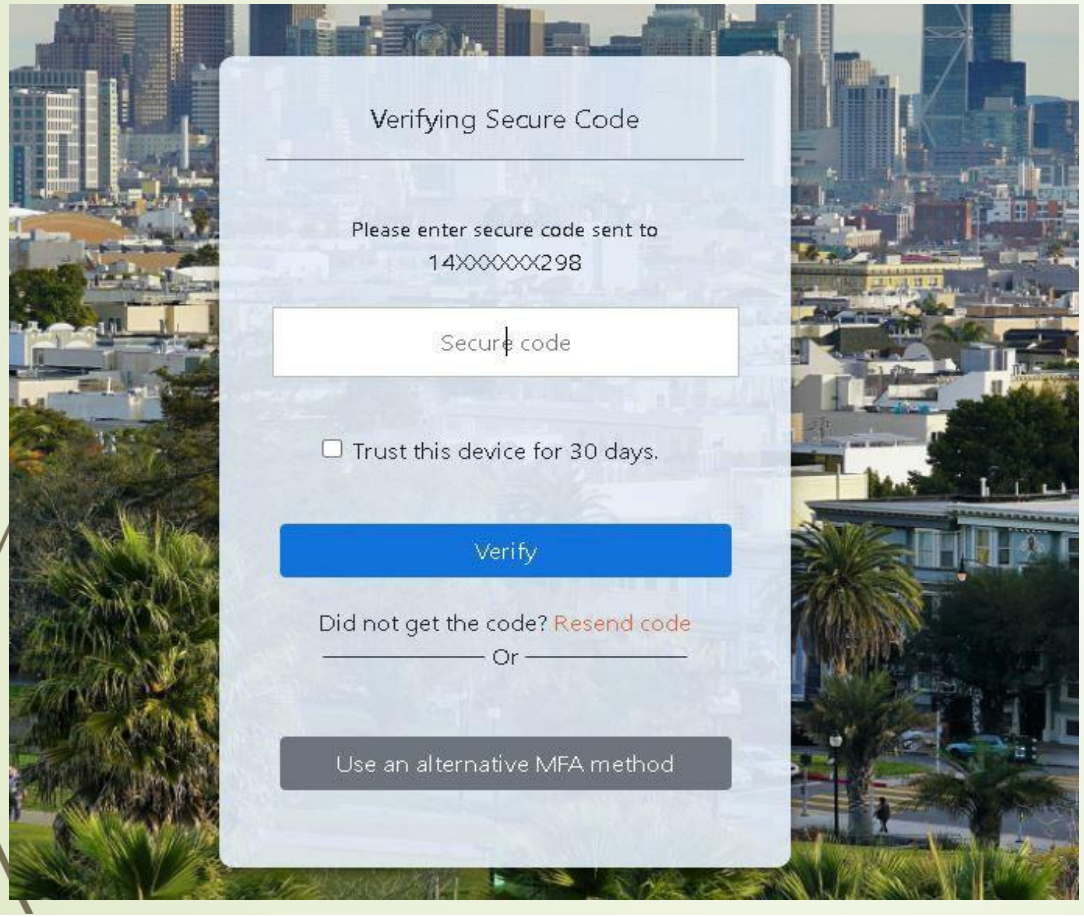
- Enter UCSF POI#

- 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’

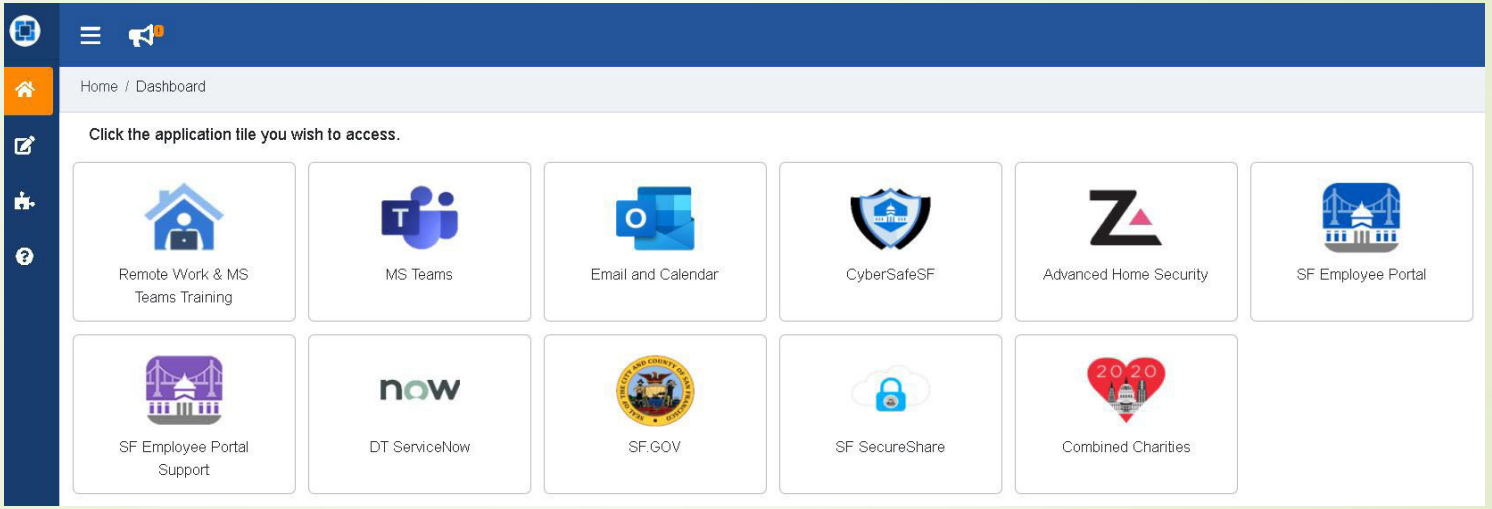
Step 8

CCSF Dashboard Page

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

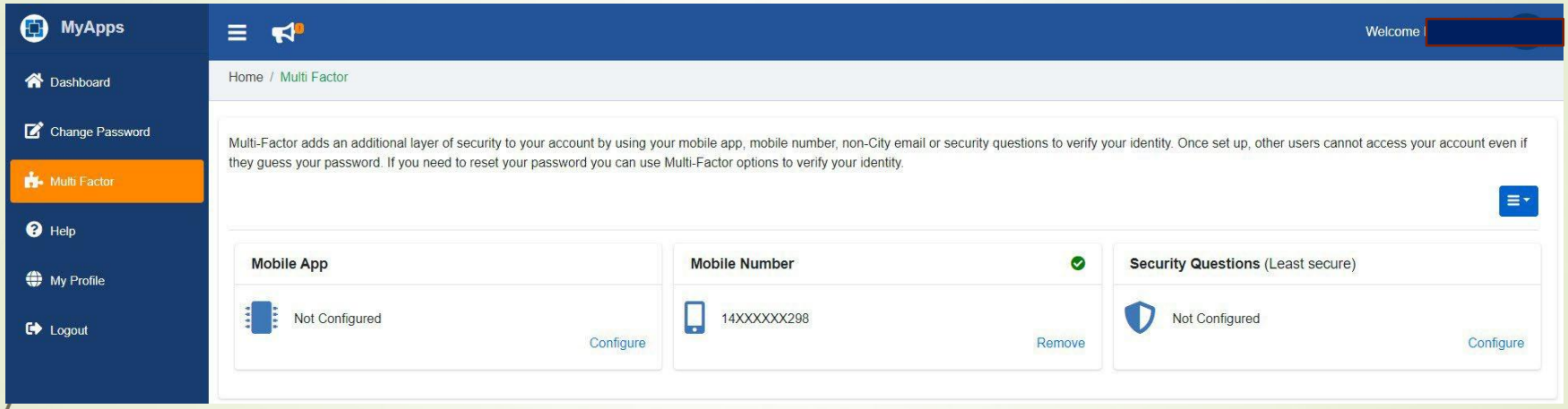
Select 'Multi-Factor'

(To Add Additional Layer of Security)



Step 9

Multi-Factor Page

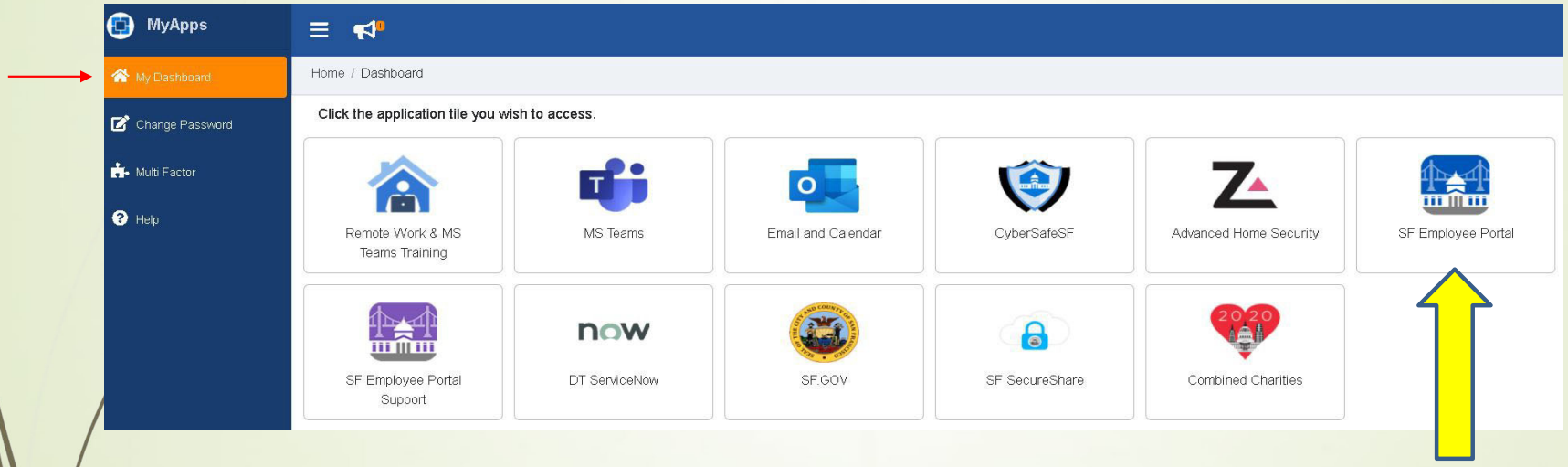


Please configure any 2 out of the 3 options
(i.e. Mobile App, Mobile Number, or Security Questions)

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 youridentity.

Step 10

CCSF Dashboard Page



Choose '*SF Employee Portal*'

Step 11

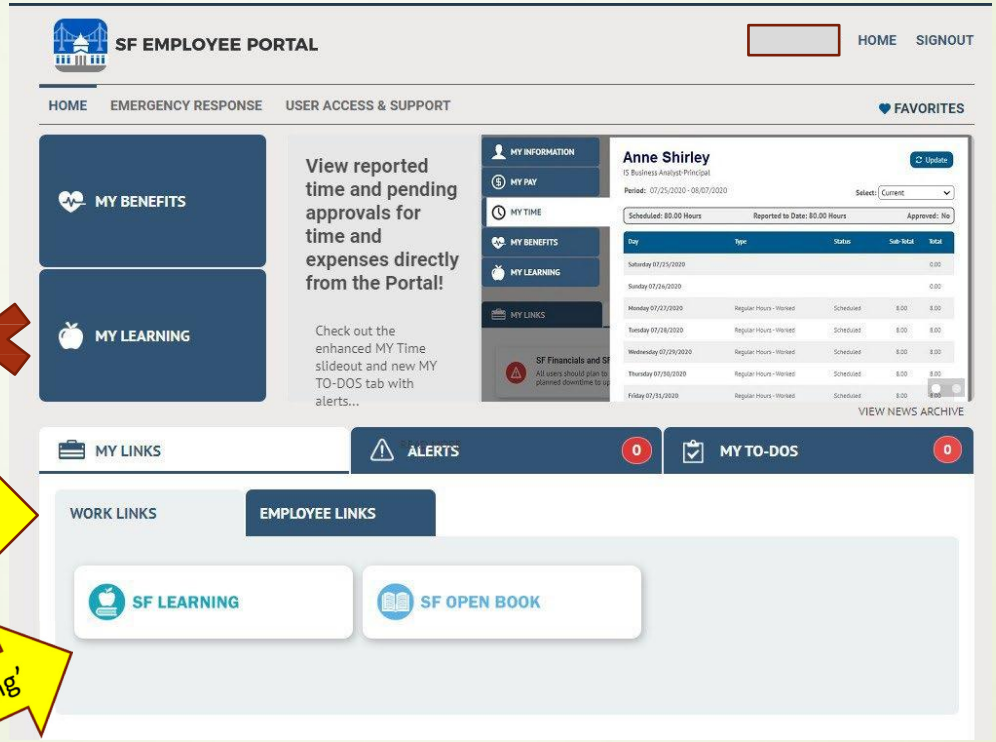
SF Employee Portal

DO NOT Select 'My Learning' option

Select 'Work Links'

then

Select 'SF Learning'



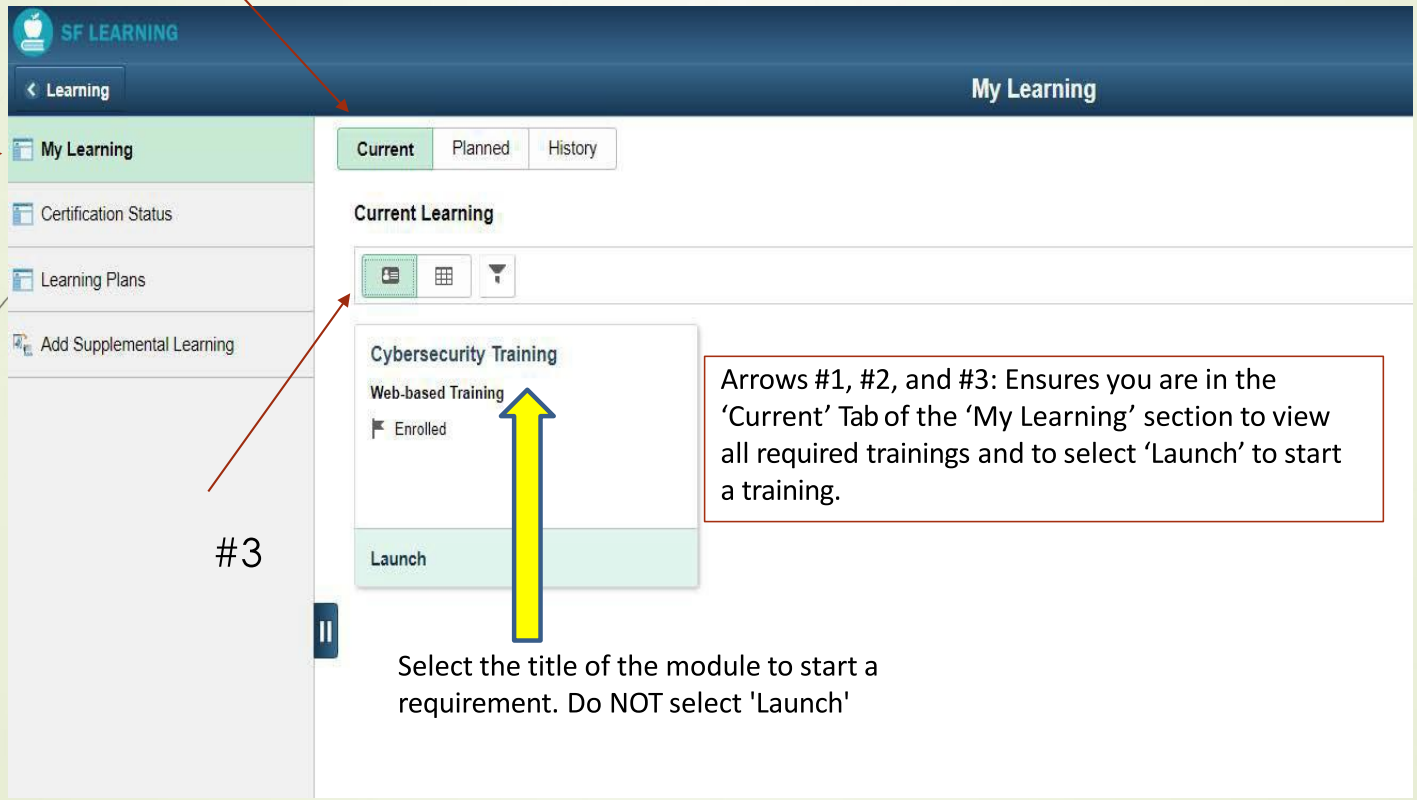
Step 12

SF Learning Platform Page

Select ‘My Learning’

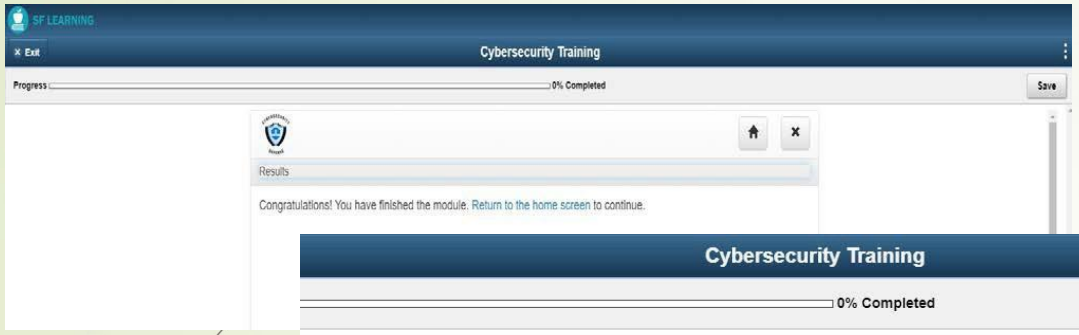
Step 13

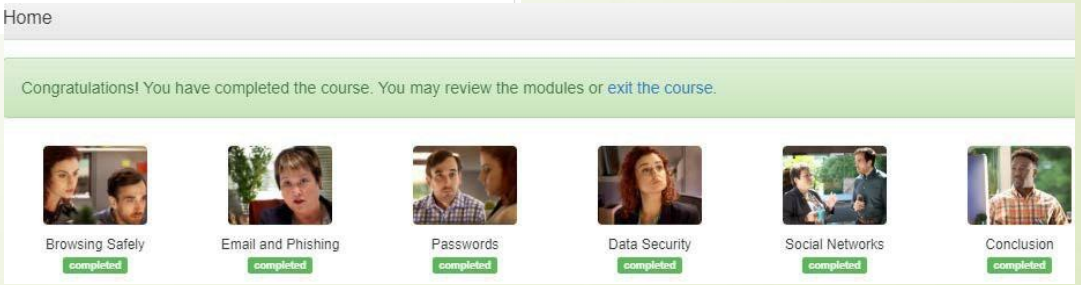
My Learning Requirements Portal: **Current**



Step 14

Recommended: Take Screenshots

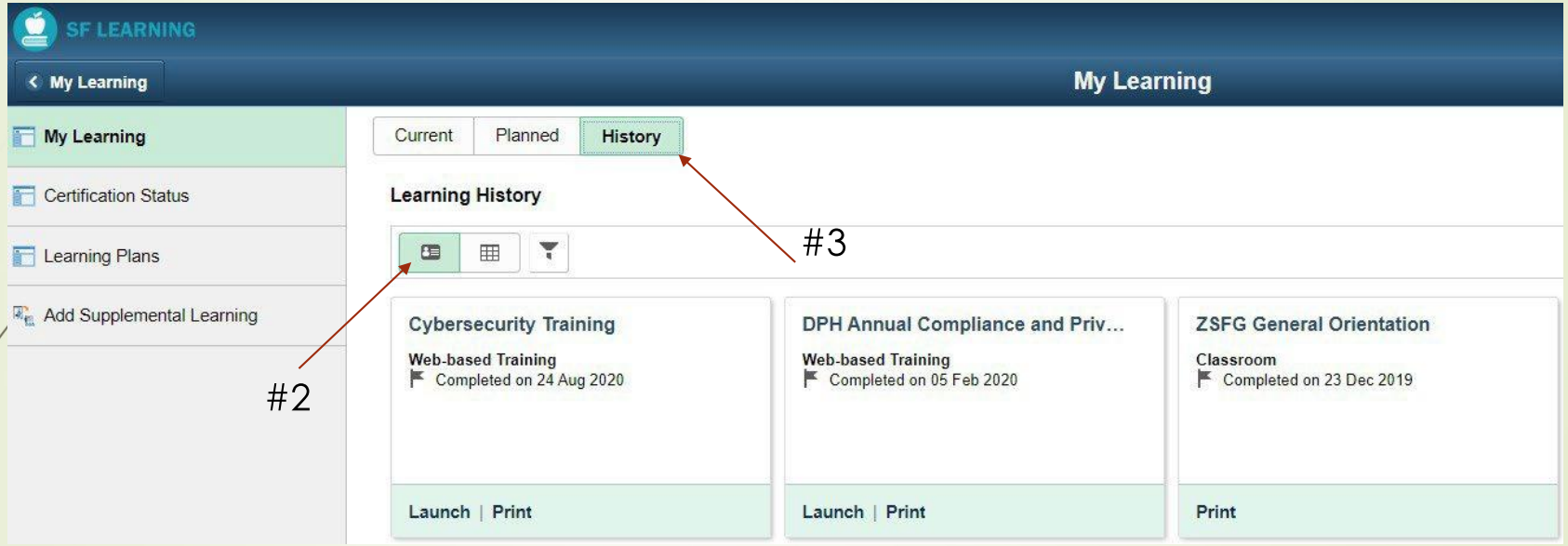




Helpful Tip:
Take screenshots when completing a module & requirement, in case the system does not automatically record completion.

Step 15

My Learning Requirements Portal: **History**



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

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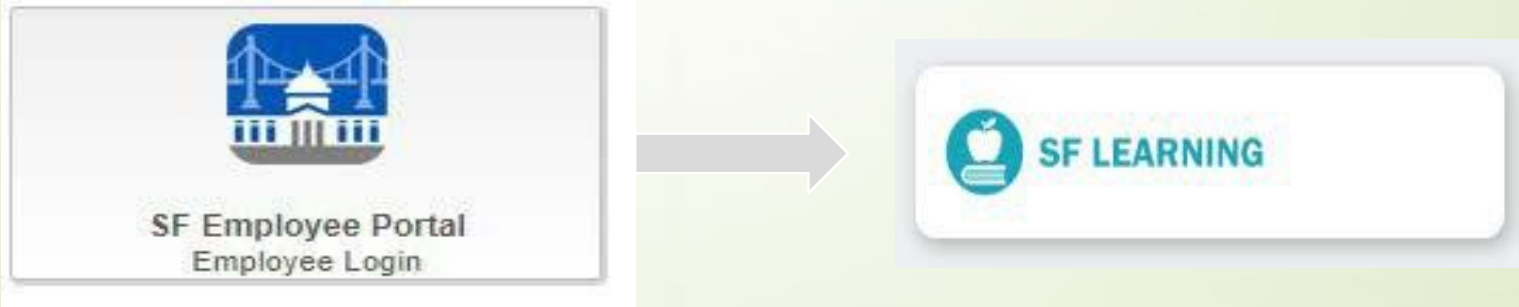
Congratulations!

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



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THANK YOU!