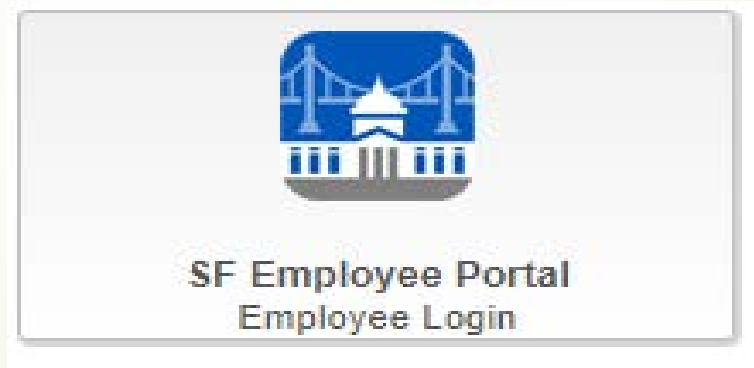


How to Access the SF Employee Learning Portal

A Quick Guide for UCSF @ ZSFG Employees and Trainees



Reminders

- Use Chrome or FireFox Web Browsers
- Turn Off Pop-Up Blockers

Step 1

Visit: <https://zsfg.ucsf.edu> → Resources → 2020 Annual Learning

Home > Resources > 2020 Annual Learning

2020 Annual Learning Modules and Compliance & Privacy Training

Starting August 2020, all UCSF Faculty, Staff, and Trainees at ZSFG will be able to complete the required online Annual Learning Core Modules, Compliance & Privacy, and Workplace Violence Prevention Training.

Training is mandatory to all DPH and UCSF faculty, staff and trainees who work at ZSFG or with DPH patients or data.

The topics covered are required by federal and state law, regulatory agencies, and ZSFG policy and procedures and support ZSFG's goal to continuously improve patient care outcomes, promote patient and employee safety, encourage employee self-development, and serve the public.

New in 2020

All trainees (students, residents and fellows) are required to complete the following assignments in their online SF Learning platform:

- 2020 Annual Learning Core Modules
- DPH Compliance & Privacy Training
- Workplace Violence Prevention Training

2020 ANNUAL LEARNING ASSIGNMENTS (COMPLETE LIST)

Assignments on list should match assignments in the system. Other assignments provided are based on job title and department services.

Getting Started

To access the SF Learning platform and your assigned trainings, you will need:

- Your POI # (your Username): contact [Department Manager / Champion](#) or [Trainee Administrator](#)
- SF Learning Portal Password: contact [DPH IT Support](#), (628) 206-7378

Quick Guides:

HOW TO ACCESS SF EMPLOYEE LEARNING PORTAL

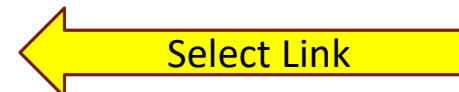
HOW TO TURN OFF POP UP BLOCKERS

- Preferred Web Browser: Chrome or Firefox

Resources

- [General Resources](#)
- [Conference Rooms & Calendars](#)
- [Computing & Network Services](#)
- [Forms](#)
- [Transportation & Wayfinding](#)
- [Research](#)
- ▶ [2020 Annual Learning](#)
- [WARM Hearts](#)

SF EMPLOYEE LEARNING LOGIN WEBSITE

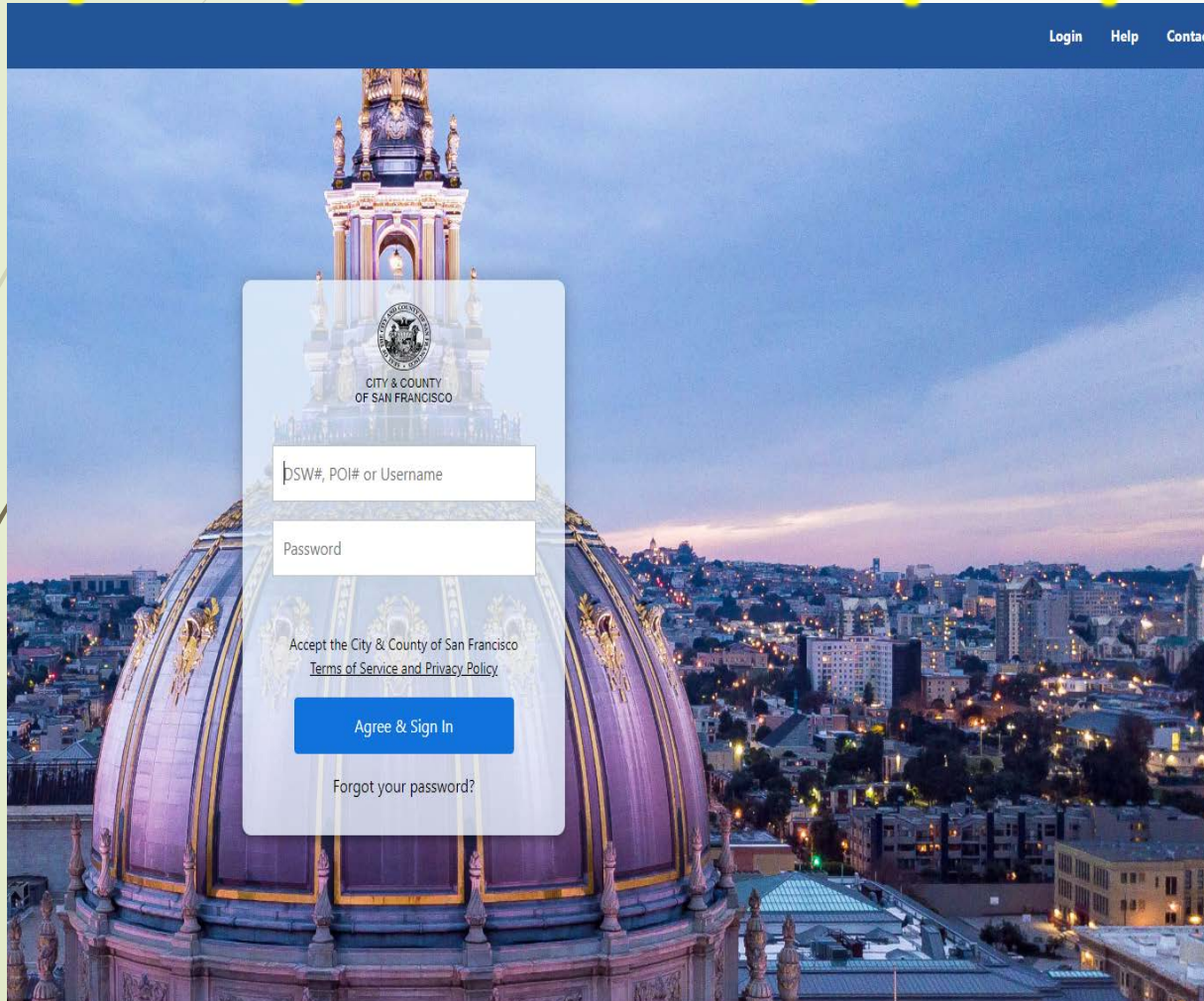


Select Link

Step 2

CCSF Login Page

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

The screenshot shows the CCSF Login Page. At the top, there is a dark blue header with 'Login', 'Help', and 'Contact' links. The main background is a photograph of the San Francisco City Hall dome at dusk. Overlaid on this is a white login form. The form has the City & County of San Francisco seal at the top. Below the seal are two input fields: 'PSW#, POI# or Username' and 'Password'. Under the password field is a link for 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Agree & Sign In'. Above the button is a line of text: 'Accept the City & County of San Francisco Terms of Service and Privacy Policy'.

- 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?

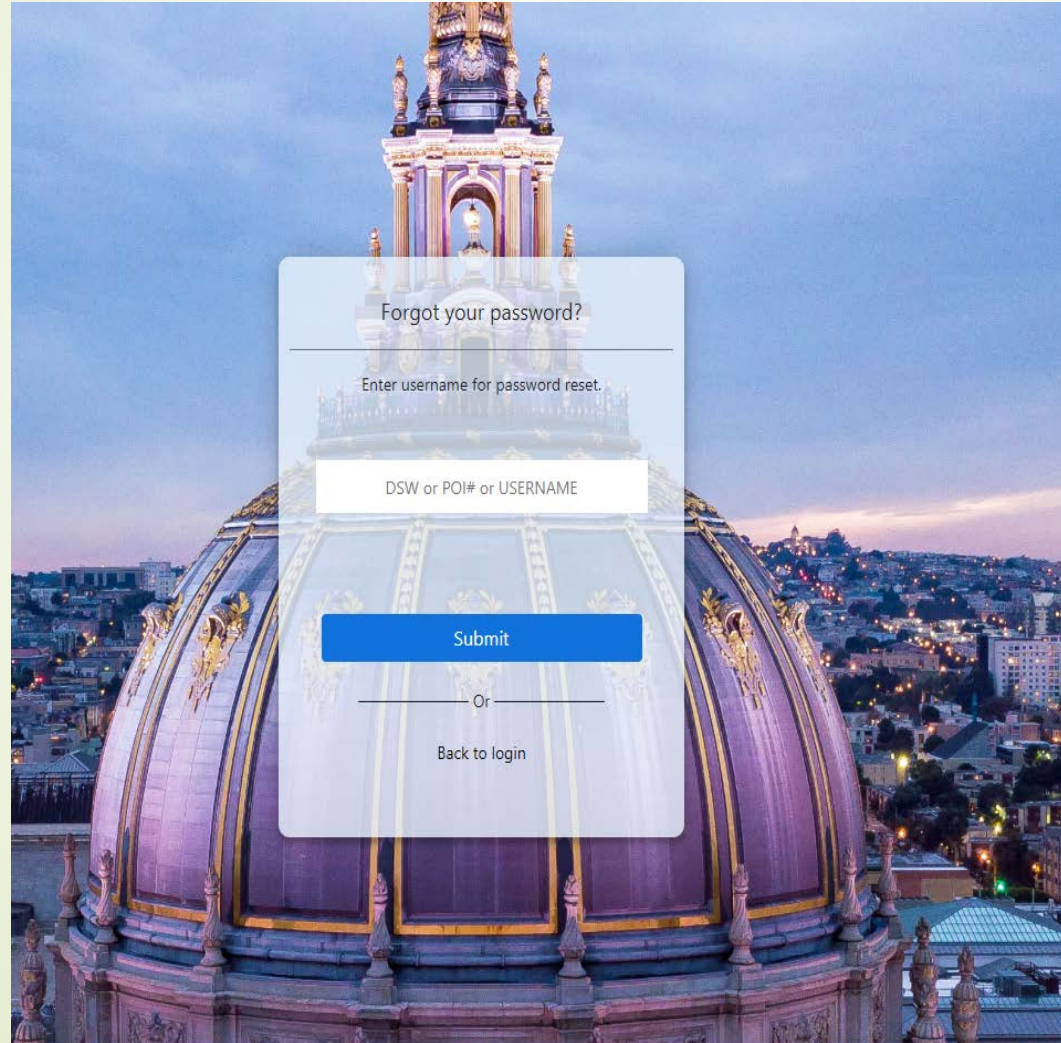
Select 'Forgot your password?' link

- Select 'Agree & Sign In'

IF you entered both POI# and Password

Step 3

Forgot your password? Page



Forgot your password?

Enter username for password reset.

DSW or POI# or USERNAME

Submit

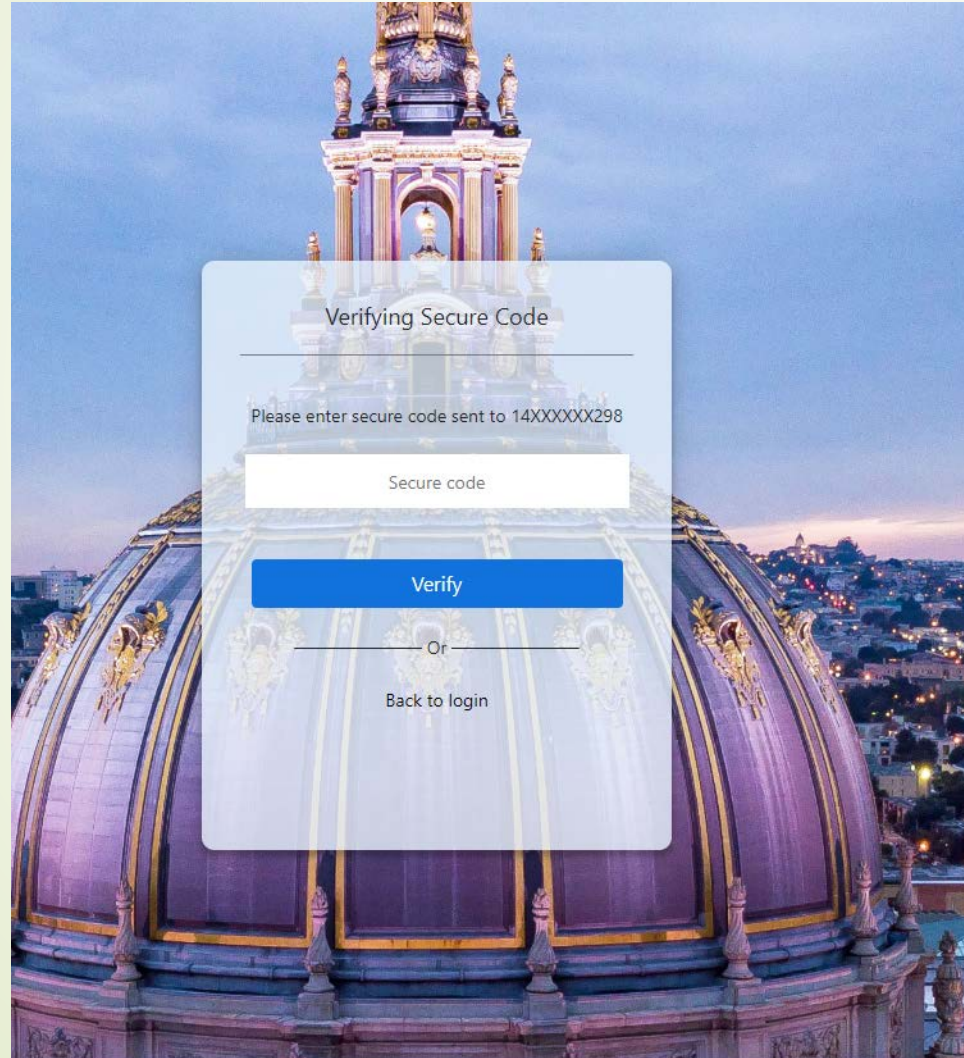
— Or —

[Back to login](#)

- Enter your UCSF POI#
- Select 'Submit'

Step 4

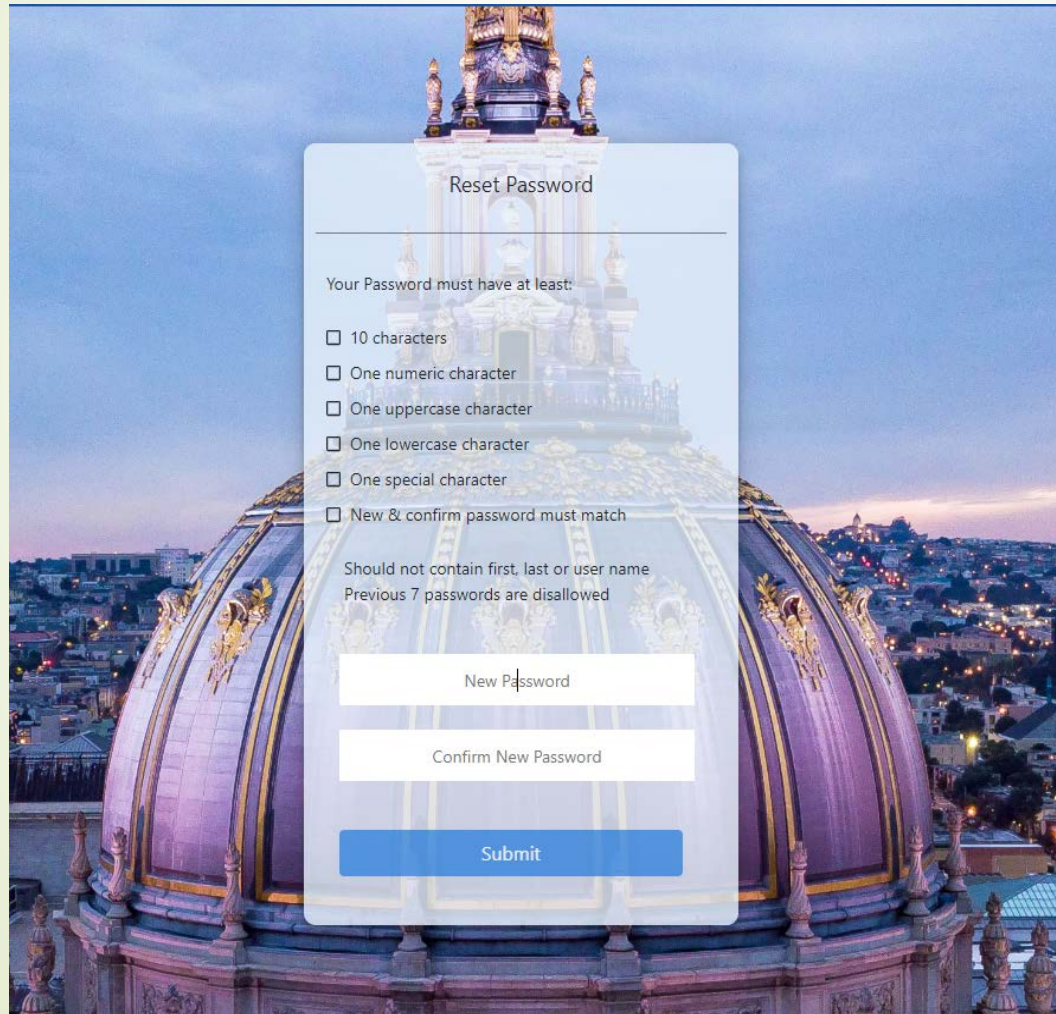
Verifying Secure Code Page



- Enter Secure Code from Phone
- Select 'Verify'

Step 5

Reset Password Page



Reset Password

Your Password must have at least:

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

Should not contain first, last or user name
Previous 7 passwords are disallowed

New Password

Confirm New Password

Submit

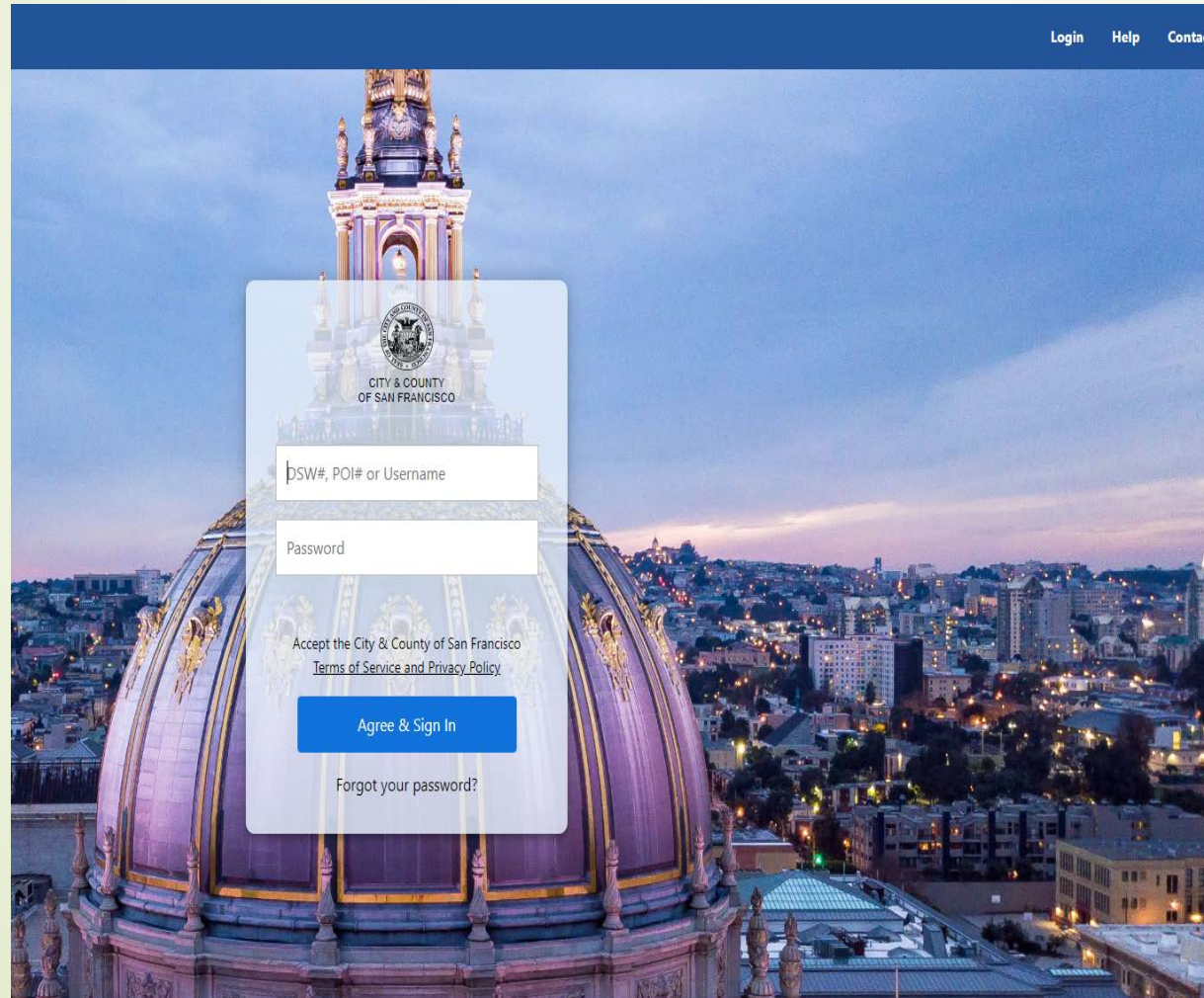
New Password Guidelines:

- 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

The screenshot shows the CCSF Login Page. At the top, there is a dark blue header with the text "Login Help Contact" in white. Below the header is a large background image of the San Francisco City Hall dome at dusk. Overlaid on this image is a white login form. The form has a header with the City & County of San Francisco seal and the text "CITY & COUNTY OF SAN FRANCISCO". Below this, there are two input fields: the first is labeled "PSW#, POI# or Username" and the second is labeled "Password". Under the input fields, there is a line of text that says "Accept the City & County of San Francisco" followed by a link to "Terms of Service and Privacy Policy". Below this is a blue button with the text "Agree & Sign In". At the bottom of the form, there is a link that says "Forgot your password?".

- Enter UCSF POI#

- Enter Password

- Select 'Agree & Sign In'

Step 7

Verifying Secure Code

Verifying Secure Code

Please enter secure code sent to
14XXXXXX298

Secure code

☐ Trust this device for 30 days.

Verify

Did not get the code? [Resend code](#)

Or

Use an alternative MFA method

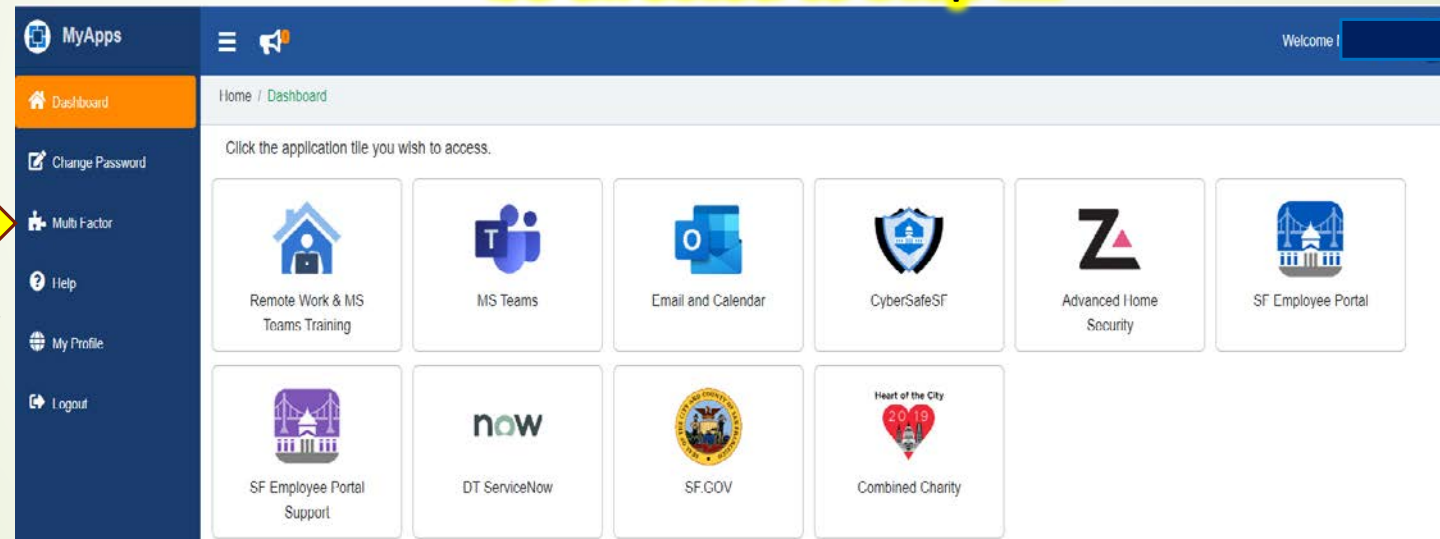
- Enter Secure Code from Phone
- Select 'Trust this device for 30 days'
- Select 'Verify'

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)



Multi-Factor Page

The screenshot displays the 'Multi Factor' page within the 'MyApps' interface. The left sidebar contains navigation links: Dashboard, Change Password, Multi Factor (highlighted), Help, My Profile, and Logout. The main content area shows a welcome message and a brief explanation of Multi-Factor authentication. Below this, there are three configuration cards:

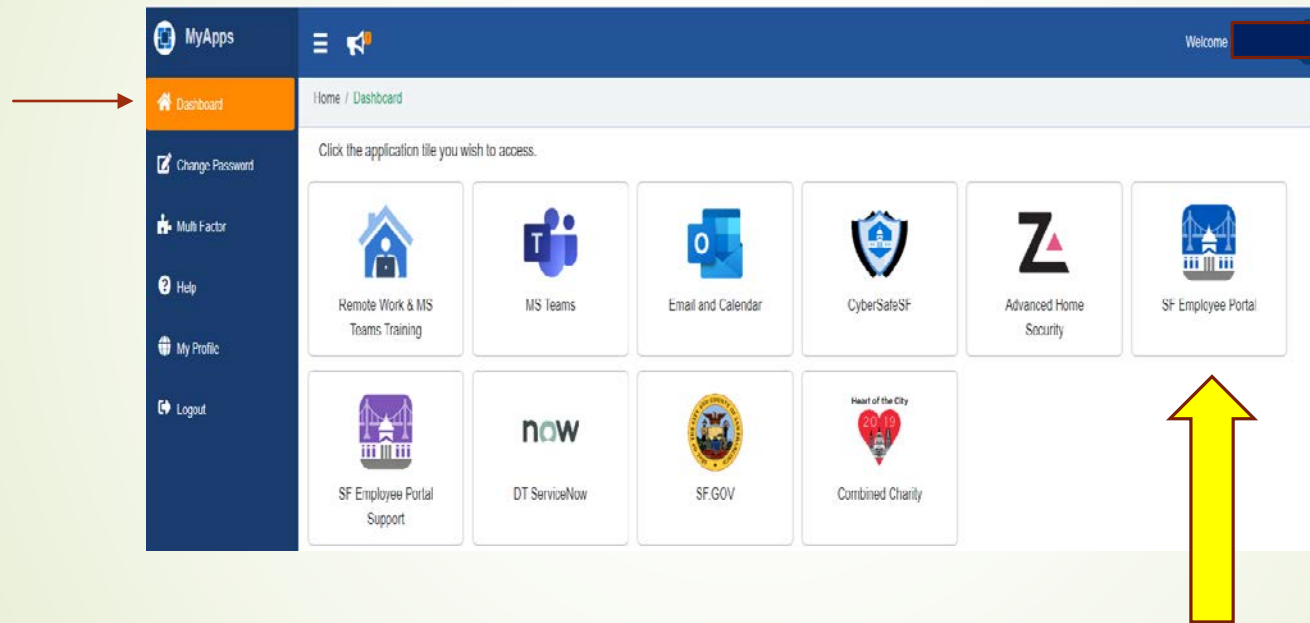
- Mobile App:** Not Configured. A 'Configure' link is at the bottom right.
- Mobile Number:** 14XXXXXX298. A green checkmark is in the top right corner. A 'Remove' link is at the bottom right.
- Security Questions (Least secure):** Not Configured. A 'Configure' link is at the bottom right.

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



- Choose 'SF Employee Portal'

Step 11

SF Employee Portal

DO NOT Select 'My Learning' option



Select 'Work Links'

then

Select 'SF Learning'

SF EMPLOYEE PORTAL

HOME SIGNOUT

HOME EMERGENCY RESPONSE USER ACCESS & SUPPORT FAVORITES

MY BENEFITS

MY LEARNING

View reported time and pending approvals for time and expenses directly from the Portal!

Check out the enhanced MY Time slideout and new MY TO-DOS tab with alerts...

MY INFORMATION

MY PAY

MY TIME

MY BENEFITS

MY LEARNING

MY LINKS

SF Financials and SF

All users should plan to planned downtime to up...

Anne Shirley
IS Business Analyst-Principal
Period: 07/25/2020 - 08/07/2020
Select: Current

Scheduled: 80.00 Hours Reported to Date: 80.00 Hours Approved: No

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

VIEW NEWS ARCHIVE

MY LINKS

ALERTS 0

MY TO-DOS 0

WORK LINKS

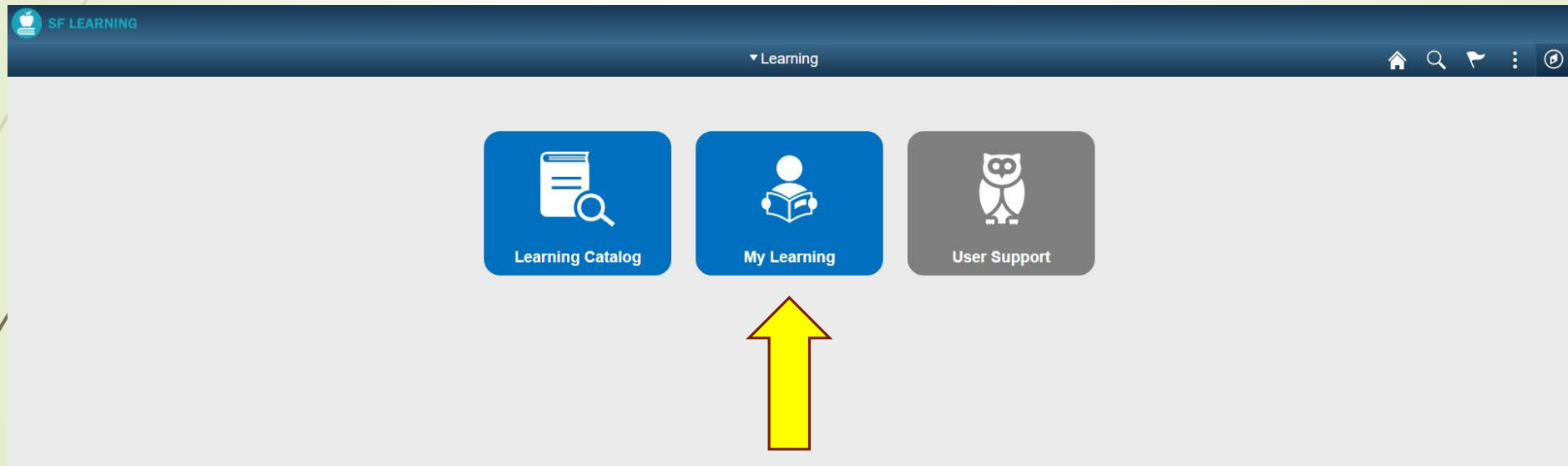
EMPLOYEE LINKS

SF LEARNING

SF OPEN BOOK

Step 12

SF Learning Platform Page



Select 'My Learning'

Step 13

My Learning Requirements Portal: **Current**

The screenshot shows the 'My Learning' section of the SF Learning portal. The left sidebar contains a menu with 'My Learning' (highlighted), 'Certification Status', 'Learning Plans', and 'Add Supplemental Learning'. The main content area has tabs for 'Current', 'Planned', and 'History'. Under the 'Current' tab, there is a 'Current Learning' section with a list of training items. The first item is 'Cybersecurity Training', which is a 'Web-based Training' and is 'Enrolled'. At the bottom of this item is a 'Launch' button. A yellow arrow points to the 'Launch' button with the text 'Select 'Launch' to start required training'.

#1

#2

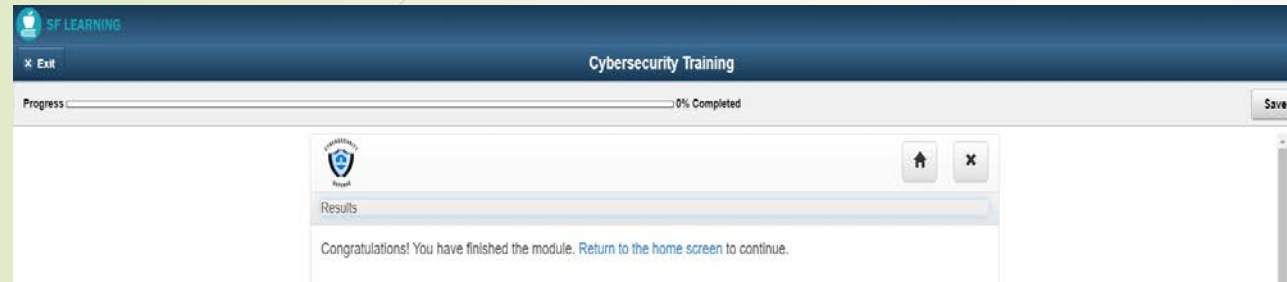
#3

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.

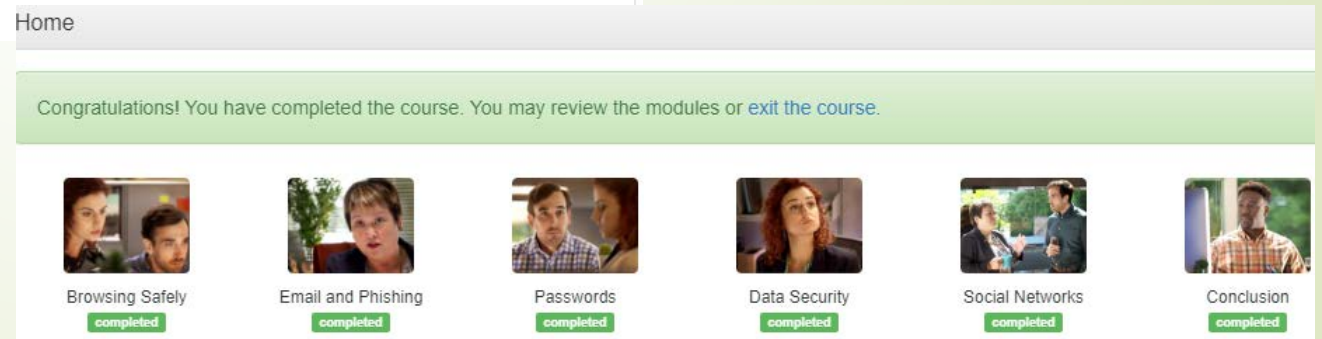
Select 'Launch' to start required training

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

The screenshot shows the 'SF LEARNING' interface. On the left is a sidebar menu with 'My Learning' highlighted. In the top right, the 'History' tab is selected among 'Current' and 'Planned'. The main area displays a 'Learning History' section with three cards: '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). Arrows #1, #2, and #3 point to the 'My Learning' menu item, the 'History' tab, and the 'Cybersecurity Training' card respectively.

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.

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!