

How to Access the SF Employee Learning Portal

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



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



Step 1

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





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





DSW#, POI# or Username

Password

Accept the City and County of San Francisco <u>Terms of Service and Privacy Policy</u>

Agree & Sign In

Forgot your password?

First time registration for Retirees or SFUSD

- Enter UCSF POI# Contact: <u>Department Manager/ Champion</u> 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



Forgot your password? Page



- Enter your UCSF POI#
- Select 'Submit'



Verifying Secure Code Page



- Enter Secure Code from Phone
- Select 'Verify'



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'



CCSF Login Page



- Enter UCSF POI#

- Enter Password
- Select 'Agree & Sign In'



Verifying Secure Code





- Enter Secure Code from Phone

- Select 'Trust this device for 30 days'

- Select 'Verify'



CCSF Dashboard Page

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







Multi-Factor Page

🔁 MyApps	≡ <		Welcome
A Dashboard	Home / Multi Factor		
Change Password	Multi-Factor adds an additional layer of security to your account by using yo	ur 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
🐈 Multi Factor	they guess your password. If you need to reset your password you can use	Multi-Factor options to verify your identity.	=-
? Help			
Wy Profile	Mobile App	Mobile Number	Security Questions (Least secure)
C Logout	Not Configured Configure	14XXXXX298 Remove	Not Configured Configure

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.





CCSF Dashboard Page



Choose 'SF Employee Portal'



SF Employee Portal







SF Learning Platform Page





#2

Step 13

My Learning Requirements Portal: Current







Recommended: Take Screenshots

	SF LEARNING								_		
	× Ext		Cybersecurity Training			1		Helpful	lip:		
	Progress		0% Completed			sw Take screet			nshots when completing a module &		
		Results		ħ	×	Ĩ	requirement automatica	t, in case the sy Ily record com	ystem does n pletion.	not	
		Congratulations! You have finished the mod	ule. Return to the home screen to contli	nue.							
				Cyberse	ecurity Training						
					0% Completed						
		SURFREE CONT					↑ ×				
		Home									
					- Sel						
N		Browsing Safely completed	Email and Phishing	Passwords	Data Security	Social Networks	Conclusion				
I					Home						
					Congratulations! Y	ou have completed the	e course. You may review the	modules or exit the course.			
	X										
					Browsing Safely completed	Email and Phis completed	hing Passwords	Data Security	Social Networks	Conclusion completed	



My Learning Requirements Portal: History

41 × M	/ Learning		My Learning				
+ I ► My	Learning	Current Planned History					
Ce	rtification Status	Learning History					
Learning Plans		#3					
Re Ad	d Supplemental Learning #2	Cybersecurity Training Web-based Training Completed on 24 Aug 2020	DPH Annual Compliance and Priv Web-based Training Completed on 05 Feb 2020	ZSFG General Orientation Classroom Completed on 23 Dec 2019			
		Launch Print	Launch Print	Print			



Congratulations!

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





THANK YOU!