

# 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>

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2023 Annual Learning Modules and Compliance & Privacy Training

Deadline: Annual Learning (12/5) | Compliance & Privacy ( 10/31)

ANNUAL LEARNING LOGIN

Select Link

Annual Learning Dates

Projected Launch and Completion Dates: June 5th thru December 5th  
(6 month timeline)

Compliance & Privacy Dates

Projected Launch and Completion Dates: August 1st thru October 31  
(3 month timeline)

Mandatory Training Requirement

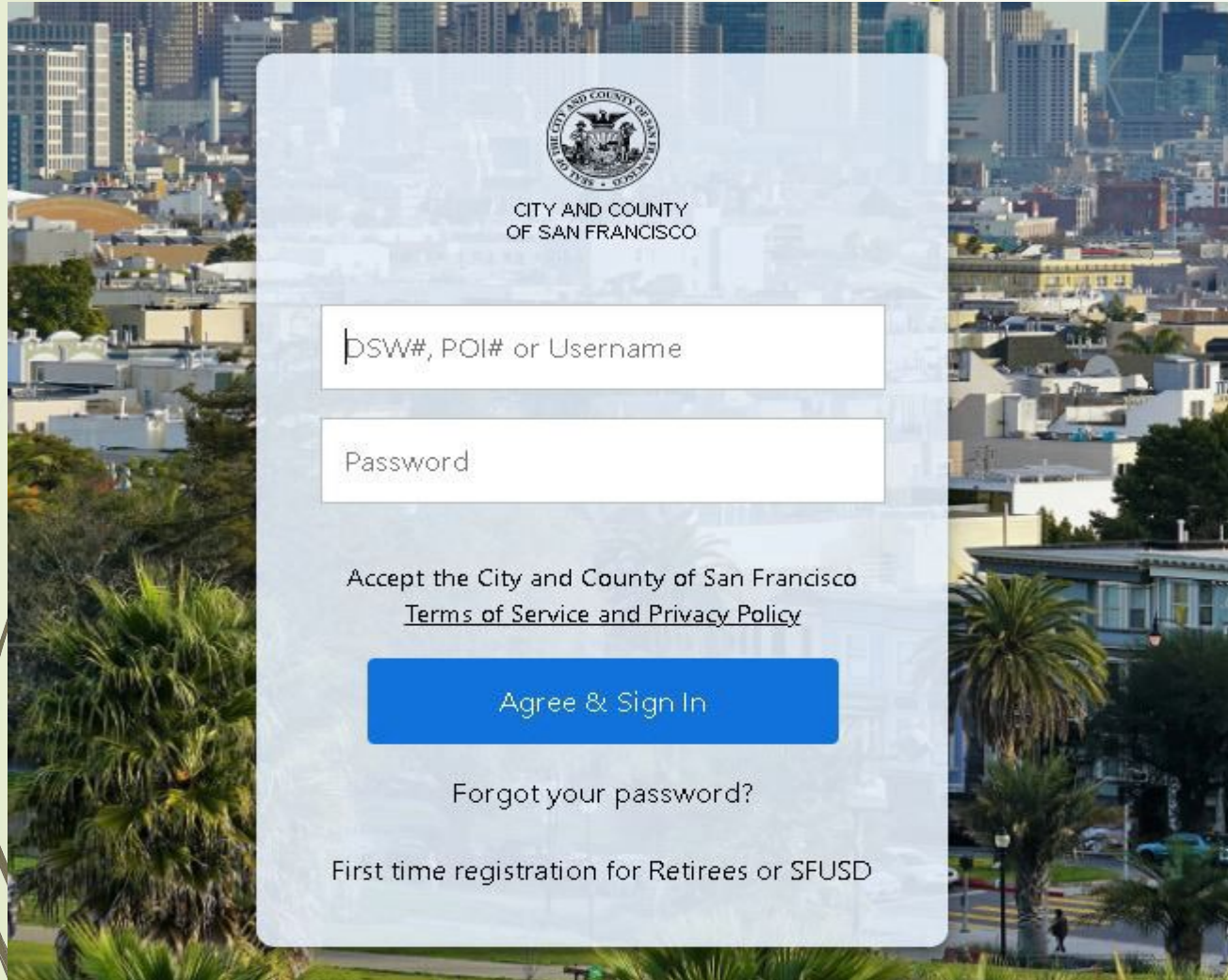
Training is mandatory for all DPH and UCSF faculty, staff and trainees who work at ZSFG or with DPH patients or data.

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.

# Step 2

## CCSF Login Page

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

The image shows a login page for the City and County of San Francisco (CCSF). The page has a light blue background with a faint cityscape. At the top center is the official seal of the City and County of San Francisco, with the text "CITY AND COUNTY OF SAN FRANCISCO" below it. There are two input fields: the first is labeled "PSW#, POI# or Username" and the second is labeled "Password". Below these fields is a link that says "Accept the City and County of San Francisco Terms of Service and Privacy Policy". Underneath the link 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?" and a note that says "First time registration for Retirees or SFUSD".

- 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

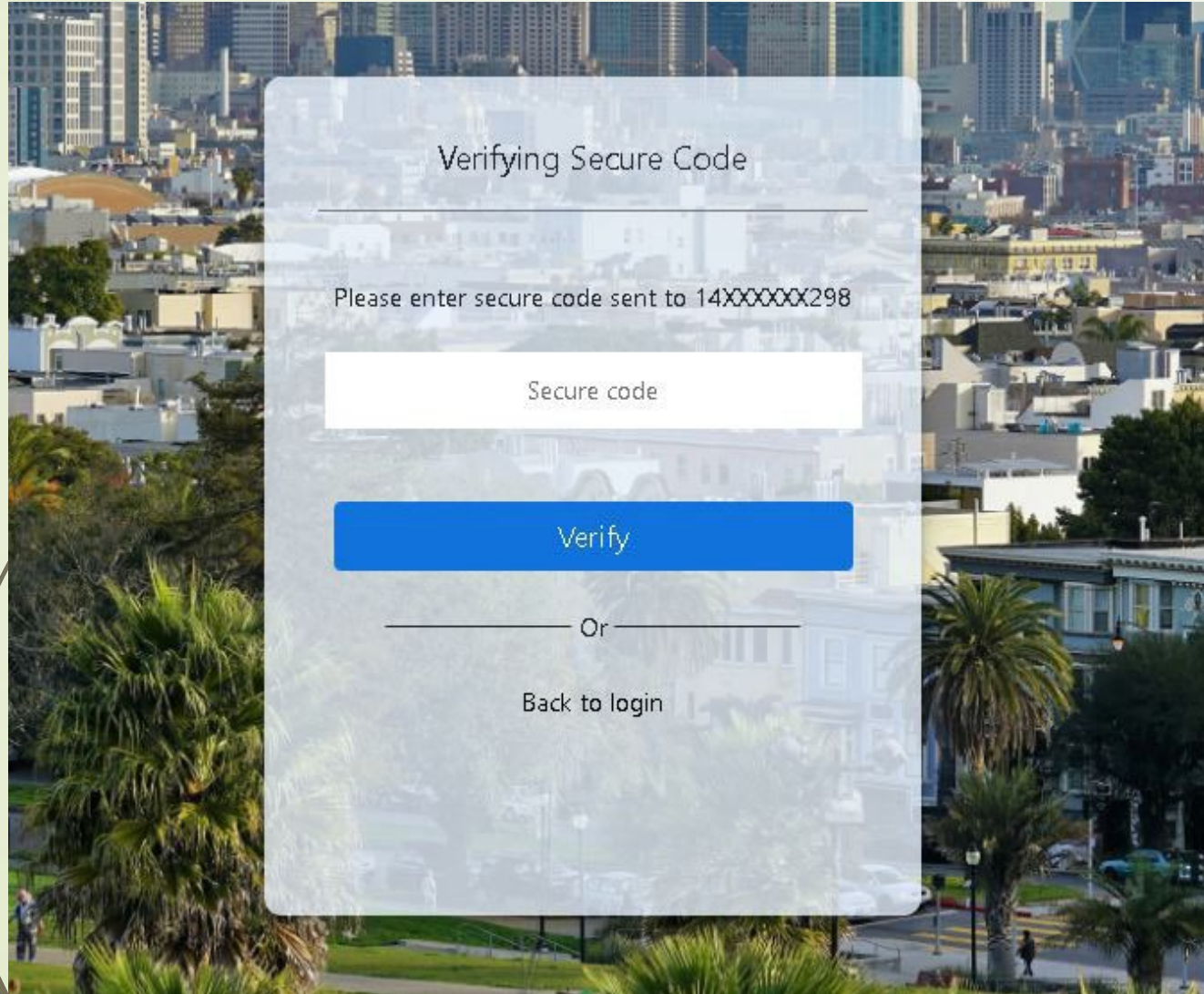
Or

[Back to login](#)

- Enter your UCSF POI#
- Select 'Submit'

# Step 4

## Verifying Secure Code Page

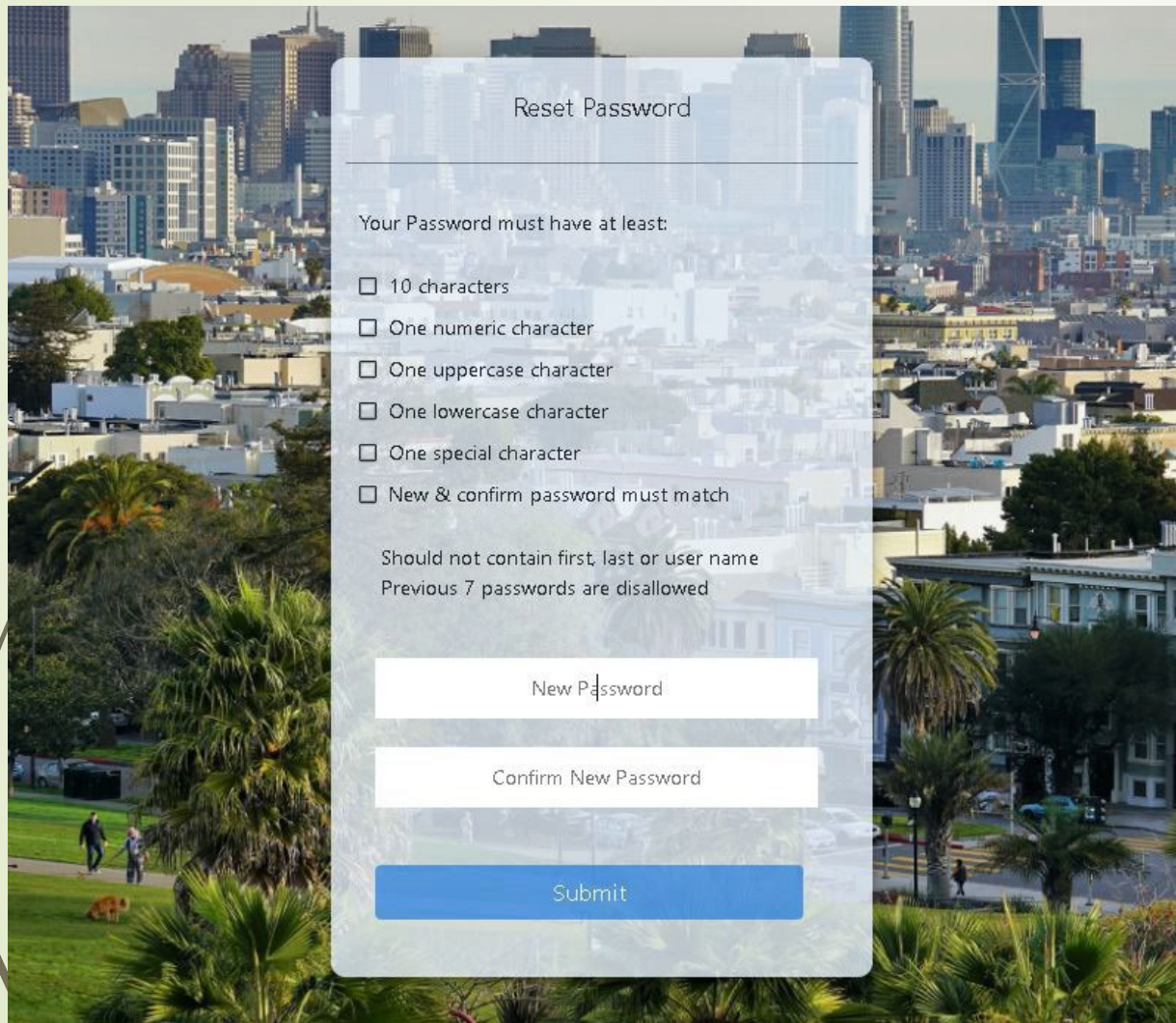
A screenshot of a mobile application interface for verifying a secure code. The background is a blurred image of a city skyline. A semi-transparent white box contains the following elements: the title 'Verifying Secure Code' at the top, followed by the instruction 'Please enter secure code sent to 14XXXXXX298'. Below this is a white text input field with the placeholder text 'Secure code'. Underneath the input field is a blue button with the text 'Verify'. At the bottom of the box, there is a horizontal line with the word 'Or' in the center, and below that, the text 'Back to login'.

- 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

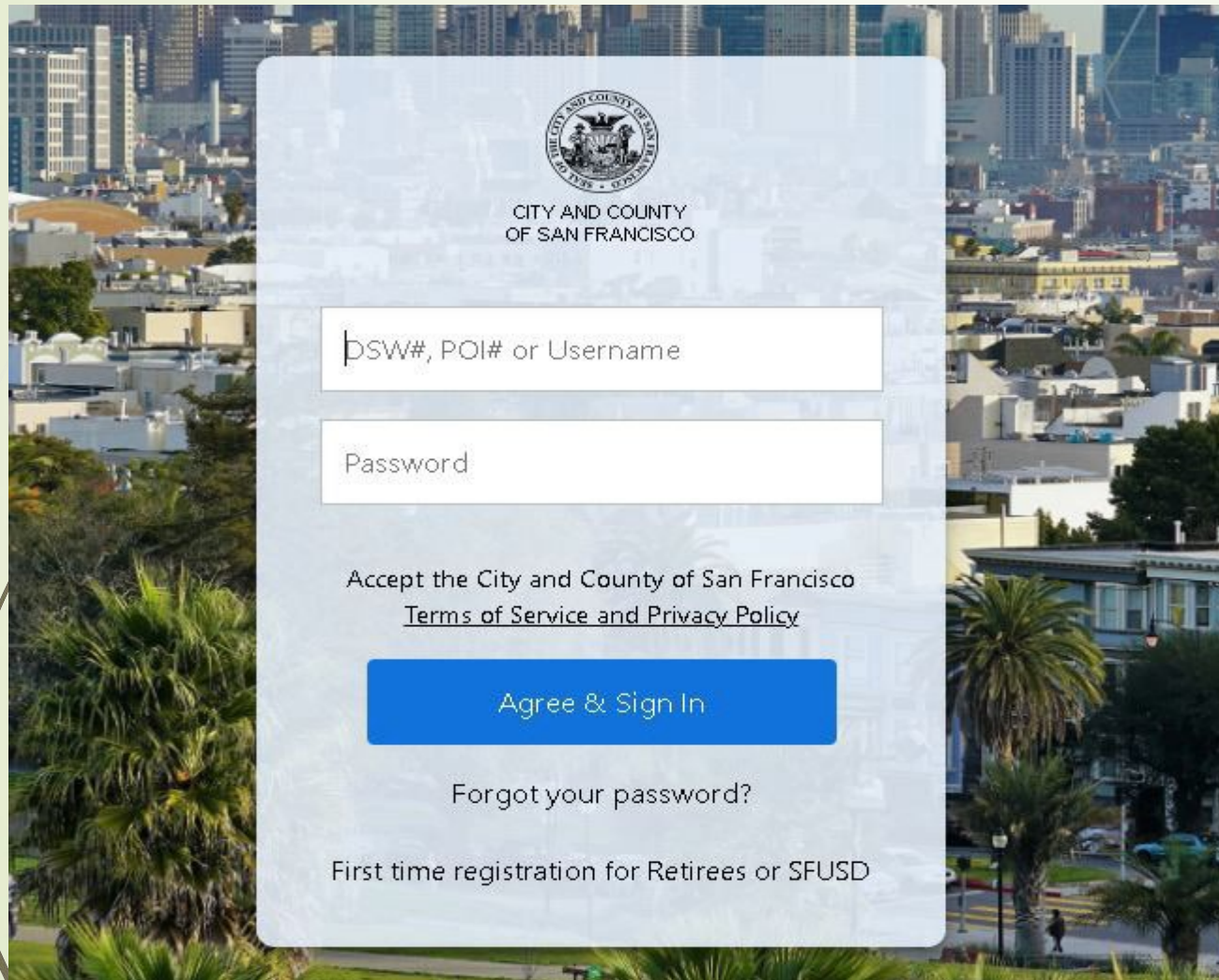
## New Password Guidelines:

- 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 image shows a login page for the City and County of San Francisco (CCSF). The page has a light blue background with a faint cityscape. At the top center is the official seal of the City and County of San Francisco, with the text "CITY AND COUNTY OF SAN FRANCISCO" below it. There are two input fields: the first is labeled "PSW#, POI# or Username" and the second is labeled "Password". Below these fields is a link that says "Accept the City and County of San Francisco Terms of Service and Privacy Policy". Underneath the link is a blue button with the text "Agree & Sign In". At the bottom of the form, there are two links: "Forgot your password?" and "First time registration for Retirees or SFUSD".

CITY AND COUNTY  
OF SAN FRANCISCO

PSW#, POI# or Username

Password

Accept the City and County of San Francisco  
[Terms of Service and Privacy Policy](#)

Agree & Sign In

[Forgot your password?](#)

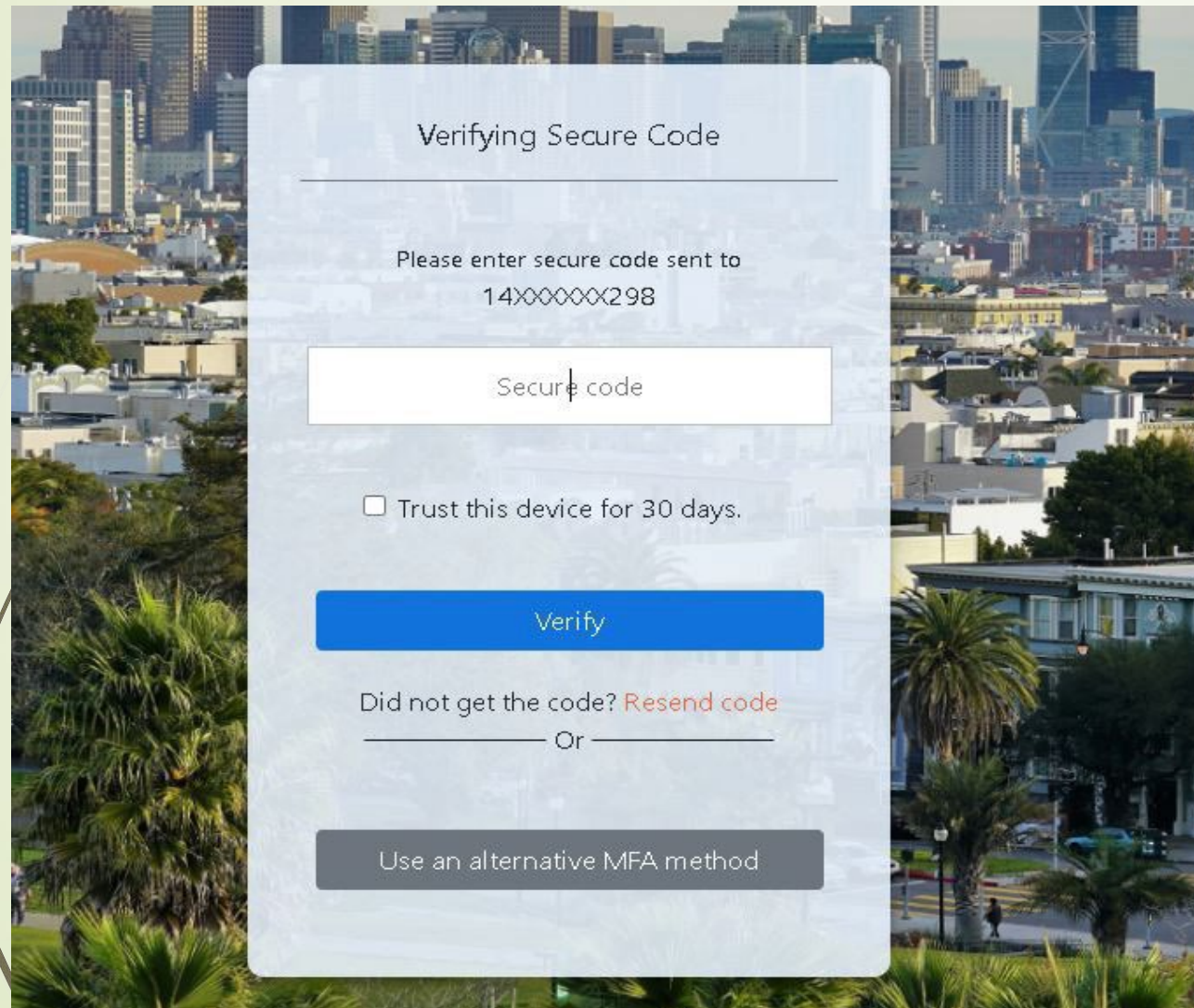
[First time registration for Retirees or SFUSD](#)

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



# Step 7

## Verifying Secure Code



Verifying Secure Code

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Please enter secure code sent to  
14XXXXXXXX298

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'

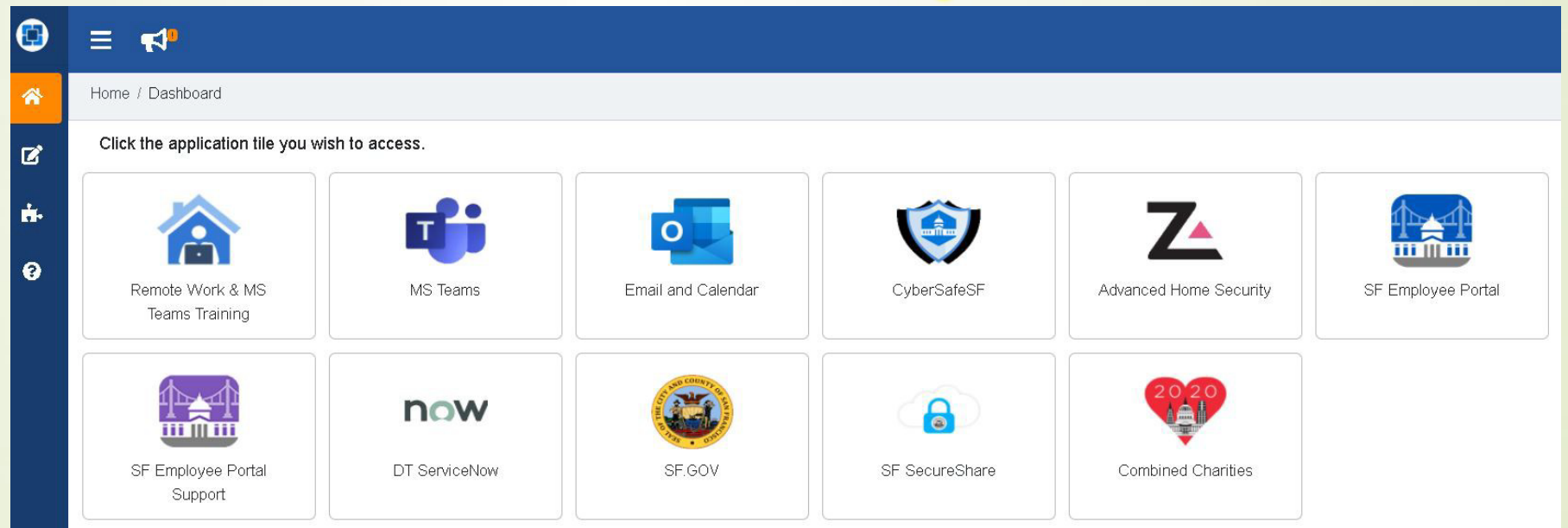


## CCSF Dashboard Page

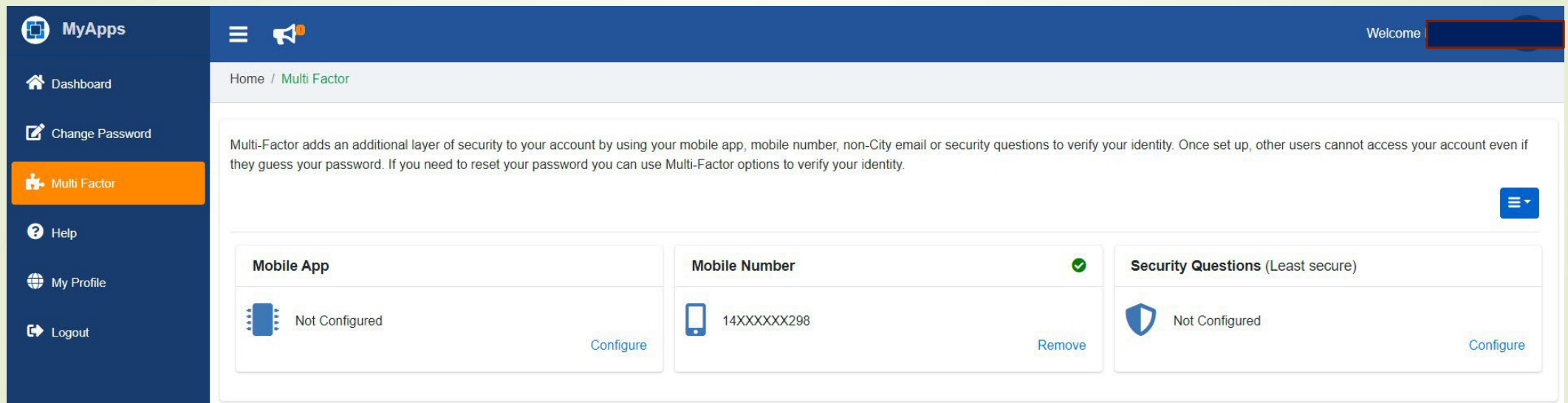
If you have logged onto this site previously, you may be directed to Step 12

Select 'Multi-Factor'

(To Add Additional  
Layer of Security)



## Multi-Factor Page



**MyApps**

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

Welcome [User Name]

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 <a href="#">Configure</a>	14XXXXXX298 <a href="#">Remove</a>	Not Configured <a href="#">Configure</a>

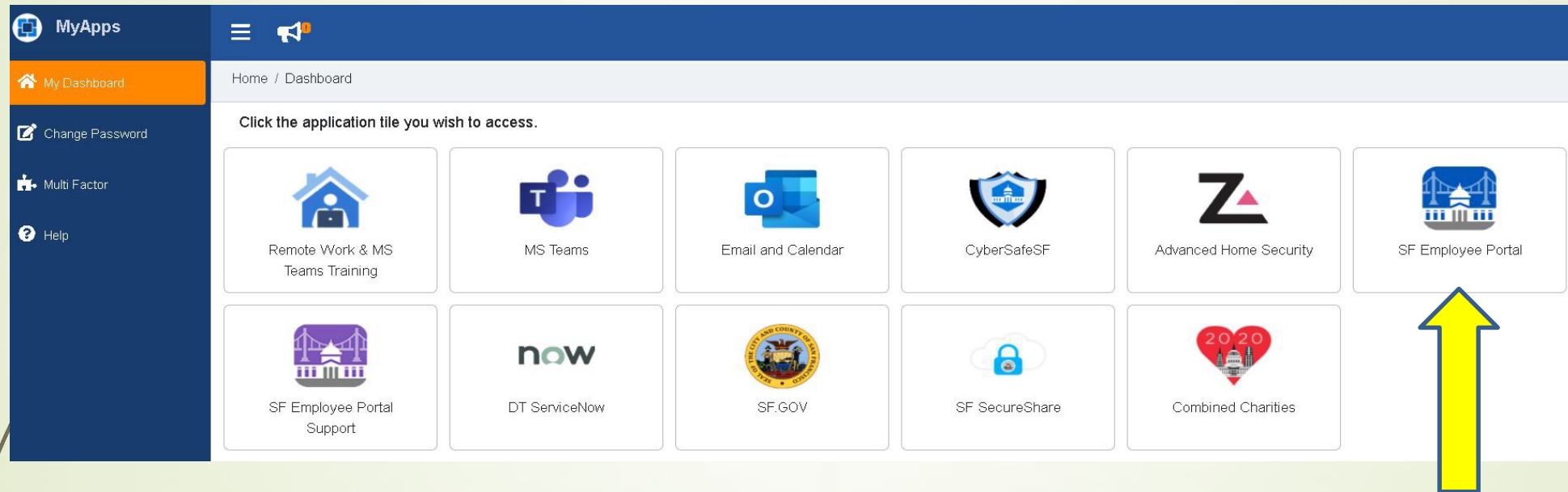
Please configure any 2 out of the 3 options  
(i.e. Mobile App, Mobile Number, or Security Questions)

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 'WorkLinks'

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**  
13 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 displays the 'My Learning' portal interface. On the left, a sidebar contains a 'Learning' menu with options: 'My Learning', 'Certification Status', 'Learning Plans', and 'Add Supplemental Learning'. The main content area has a top navigation bar with 'Current', 'Planned', and 'History' tabs. Below this, the 'Current Learning' section shows a list of training modules. One module, 'Cybersecurity Training', is highlighted. It is categorized as 'Web-based Training' and shows an 'Enrolled' status. A 'Launch' button is visible at the bottom of the module card. A yellow arrow points to the module title, and a red arrow points to the 'Launch' button.

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

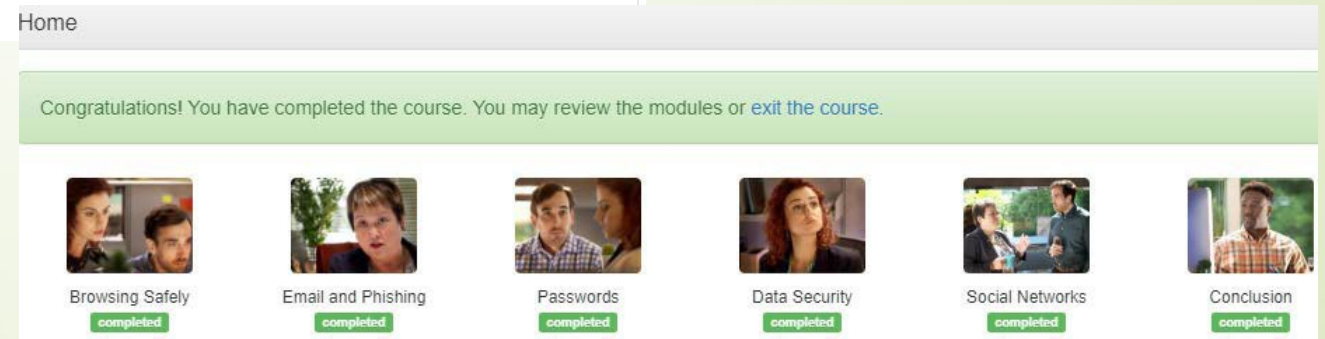


# Step 14

Recommended: Take Screenshots



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



## My Learning Requirements Portal: **History**

The screenshot shows the 'SF LEARNING' portal interface. On the left is a sidebar with a 'My Learning' section highlighted in green. An arrow labeled '#1' points to this sidebar. The main content area has a top navigation bar with 'Current', 'Planned', and 'History' tabs; the 'History' tab is selected and highlighted in green, with an arrow labeled '#3' pointing to it. Below the tabs is a 'Learning History' section containing three training cards. An arrow labeled '#2' points to the first card, 'Cybersecurity Training', which shows it is 'Web-based Training' and 'Completed on 24 Aug 2020'. The other two cards are 'DPH Annual Compliance and Priv...' and 'ZSFG General Orientation', both showing completion dates.

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!