

# How to Access the SF Employee Learning Portal

A Quick Guide for UCSF @ ZSFG Employees



**SF EMPLOYEE PORTAL**  
**LEARNING**

Helpful Tip: Use CHROME or FireFox web browsers.  
DO NOT use Internet Explorer

# 1. Go to the Vice Dean's Office Website ([zsfg.ucsf.edu](https://zsfg.ucsf.edu))

2. Open Resources Tab → Select General Resources  
→ Select SF Employee Learning 2019 page

The screenshot shows the UCSF ZSFG website. The top navigation bar includes 'University of California San Francisco', 'About UCSF', 'Search UCSF', and 'UCSF Health'. Below this is a search bar and a main navigation menu with 'About', 'Research', 'Capital Projects', 'Artwork', and 'Resources'. The 'Resources' dropdown menu is open, showing a list of links: 'SF Employee Learning POI/Temp Password Instructions', '2019 SF Learning Announcement', and 'SF Learning Rollout Phases'. A blue button labeled 'SF EMPLOYEE LEARNING LOGIN' is highlighted. The page content shows the breadcrumb 'Home > SF Employee Learning 2019' and the title 'SF Employee Learning 2019' with the subtitle 'Privacy Compliance, Annual Online Training, & EPIC Training'. A callout box on the right side of the page points to the 'SF EMPLOYEE LEARNING LOGIN' button.

3. Read **all instructions**  
then scroll down to the  
blue "SF EMPLOYEE  
LEARNING LOGIN" button

## I agree to the City & County of San Francisco's System Use and Privacy Policy

This is a City & County of San Francisco computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal, state and local laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

[Click to view full Privacy Policy](#)

Agree

If for some reason you return to this page, you must click 'Agree' before you're able to move on.

Read, then click "Agree"

## CITY & COUNTY OF SAN FRANCISCO

### Identity and Access Management Platform

#### Sign In:

Enter your user name.

Username:

**Enter your POI Number...**

Continue

**...then click "Continue"**

[Where do I enter my password?](#)

[Forgot your username?](#)

## CITY & COUNTY OF SAN FRANCISCO

Identity and Access Management Platform

### Sign In:

Enter your password.

Password

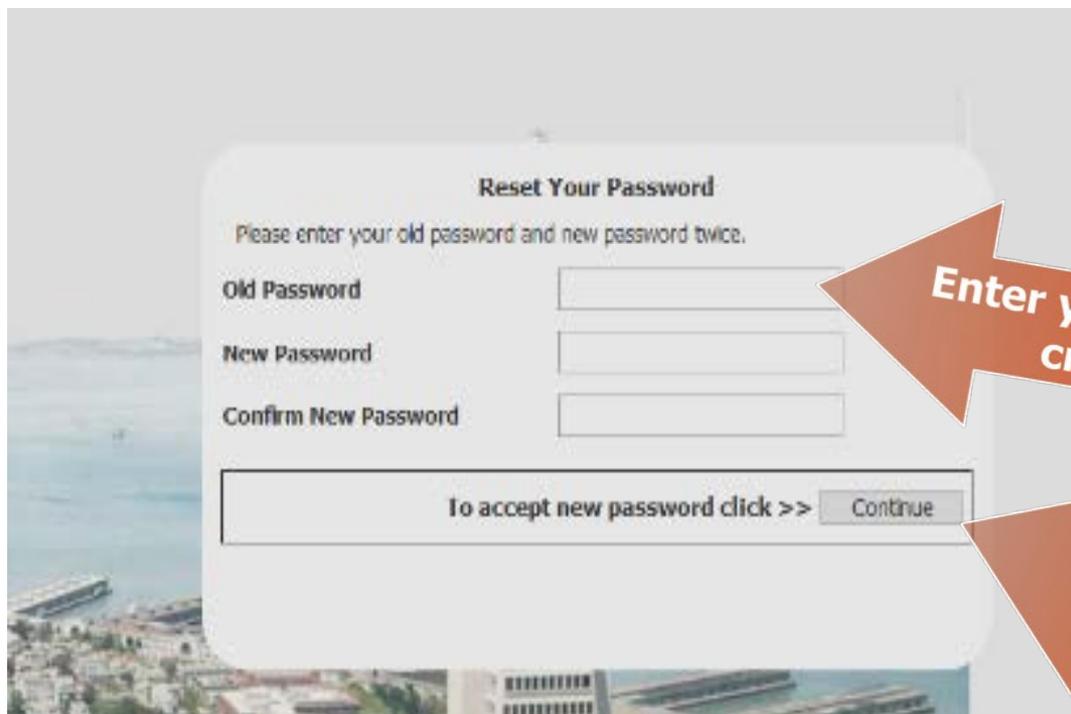
[Forgot your password?](#)

Continue

Enter your Temporary Password...

...then click "Continue"

## STEP 5



**Reset Your Password**

Please enter your old password and new password twice.

Old Password

New Password

Confirm New Password

To accept new password click >>

Enter your Temporary Password and create a New Password...

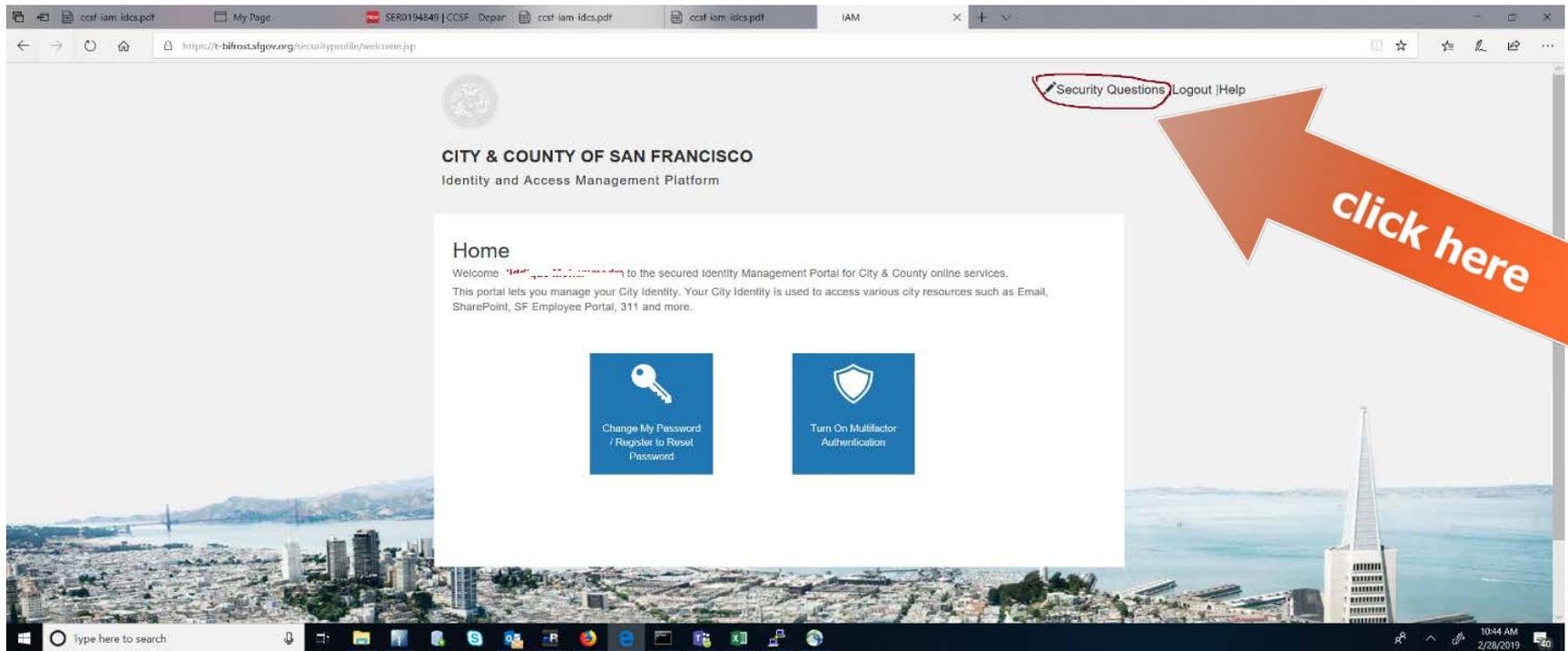
...then click "Continue"

Users will be prompted to change the Temporary Password.

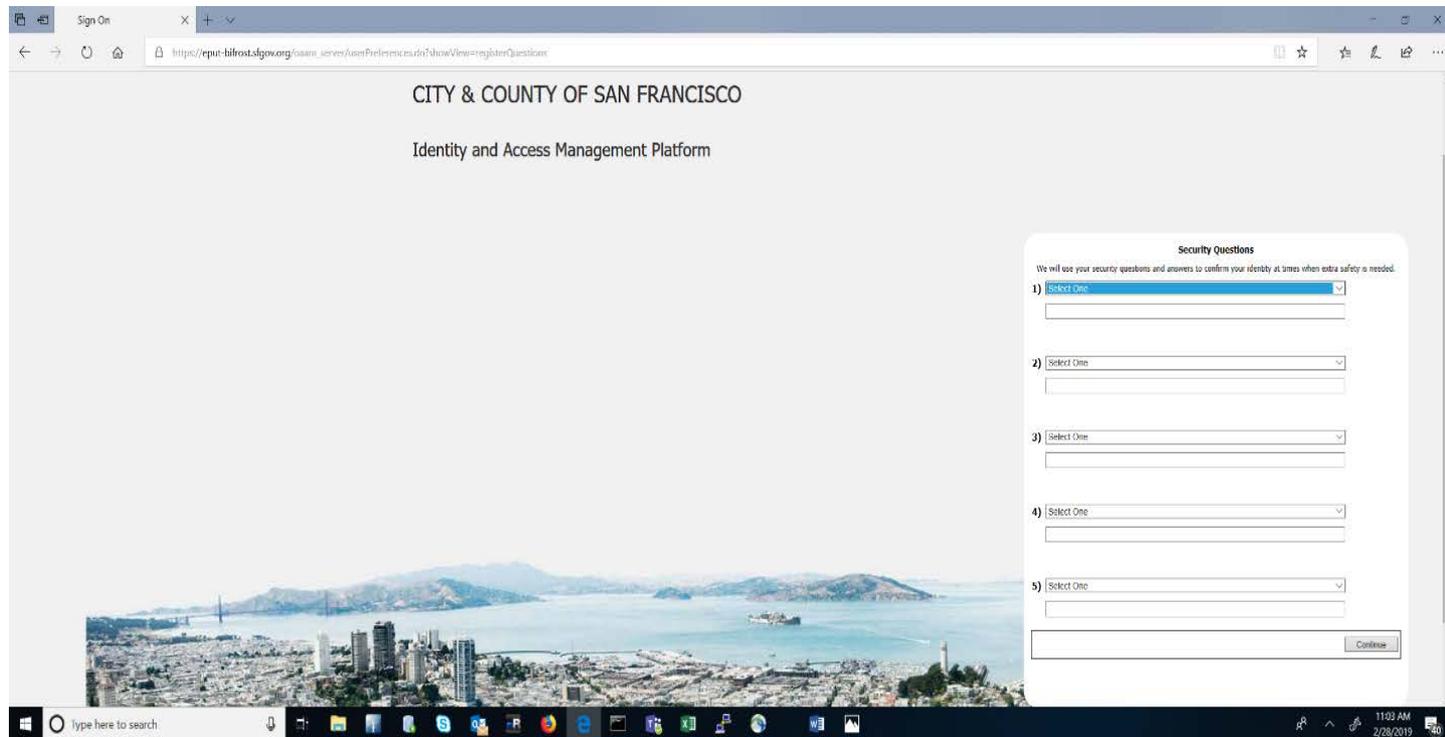
The New Password must contain a Minimum of

- 10 Characters
- 1 Upper case
- 1 Lower case
- 1 Special Character (preferably \$,!,%; try to avoid using #, or @)
- Must not contain First Name or Last Name
- Must not be the previous 7 passwords.

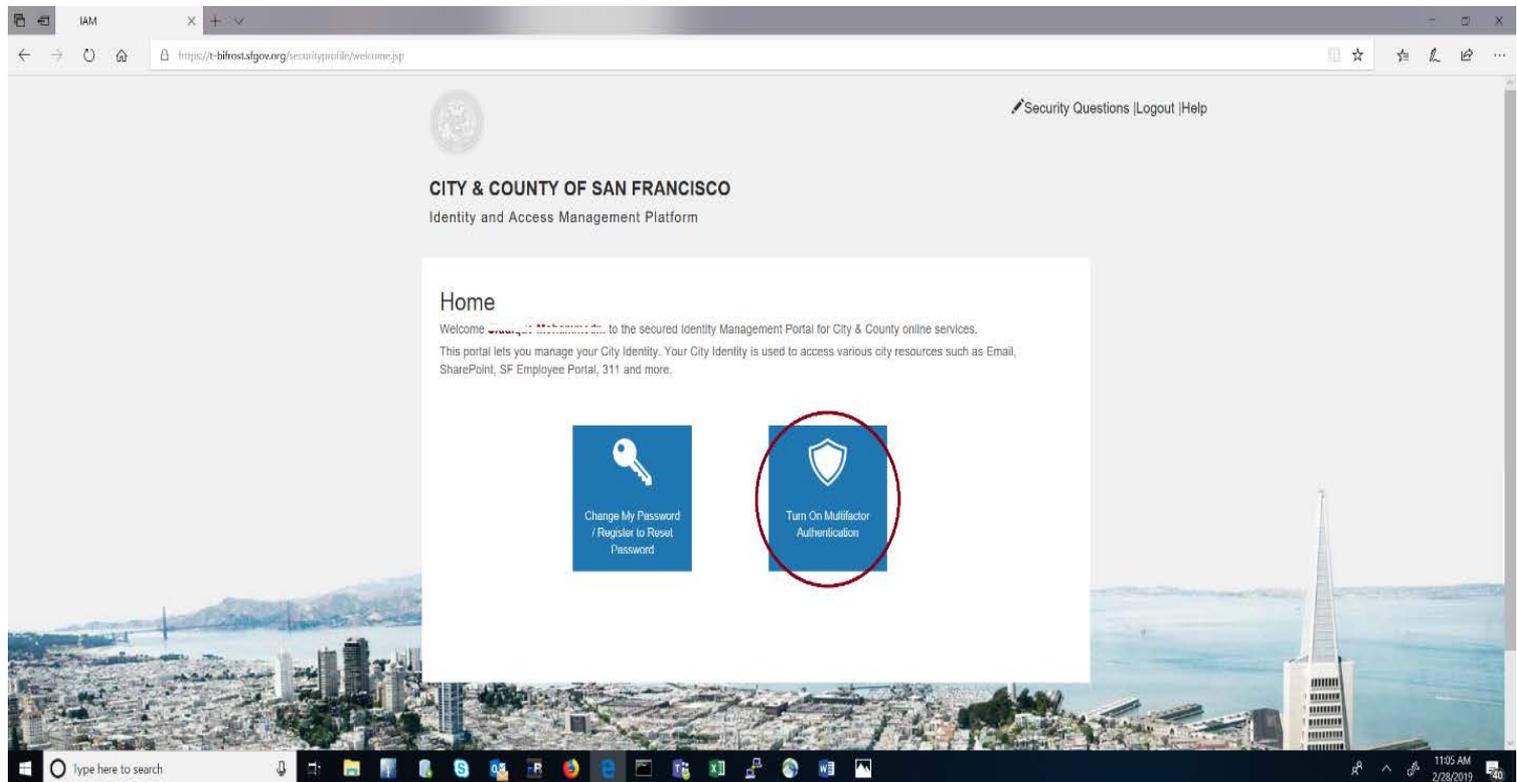
After changing to a new password, click on Security Questions to setup Security Questions



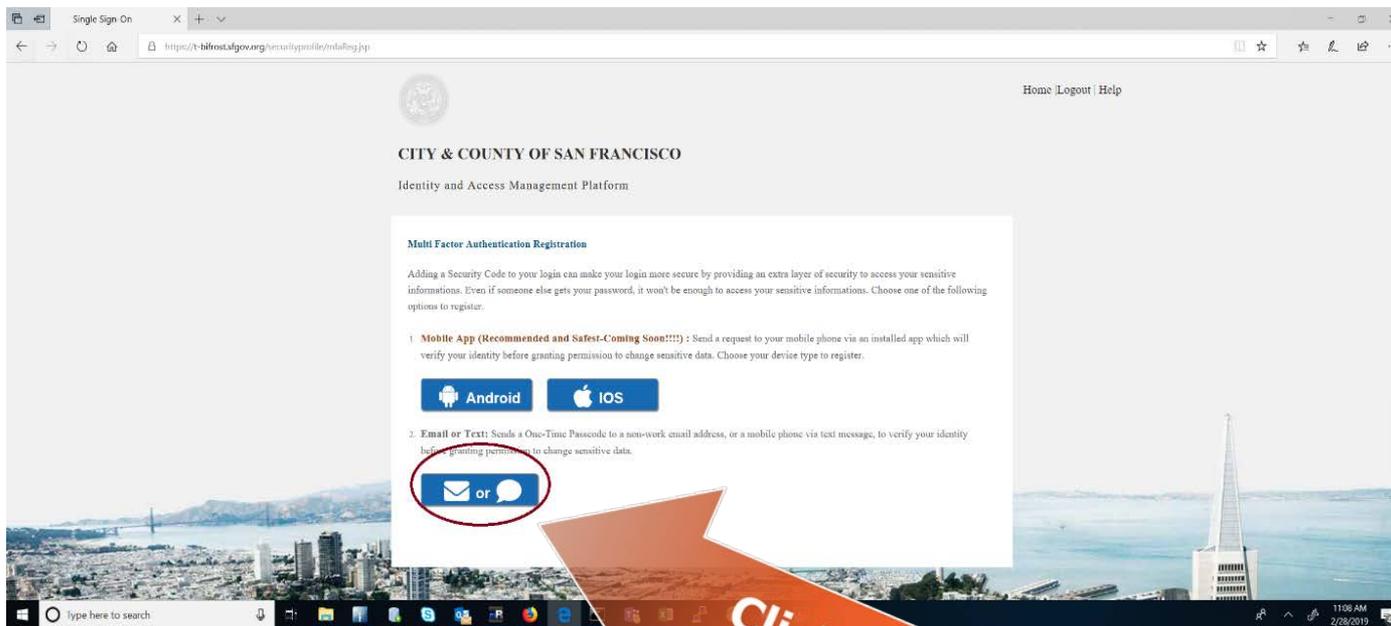
# Answer all Security Questions



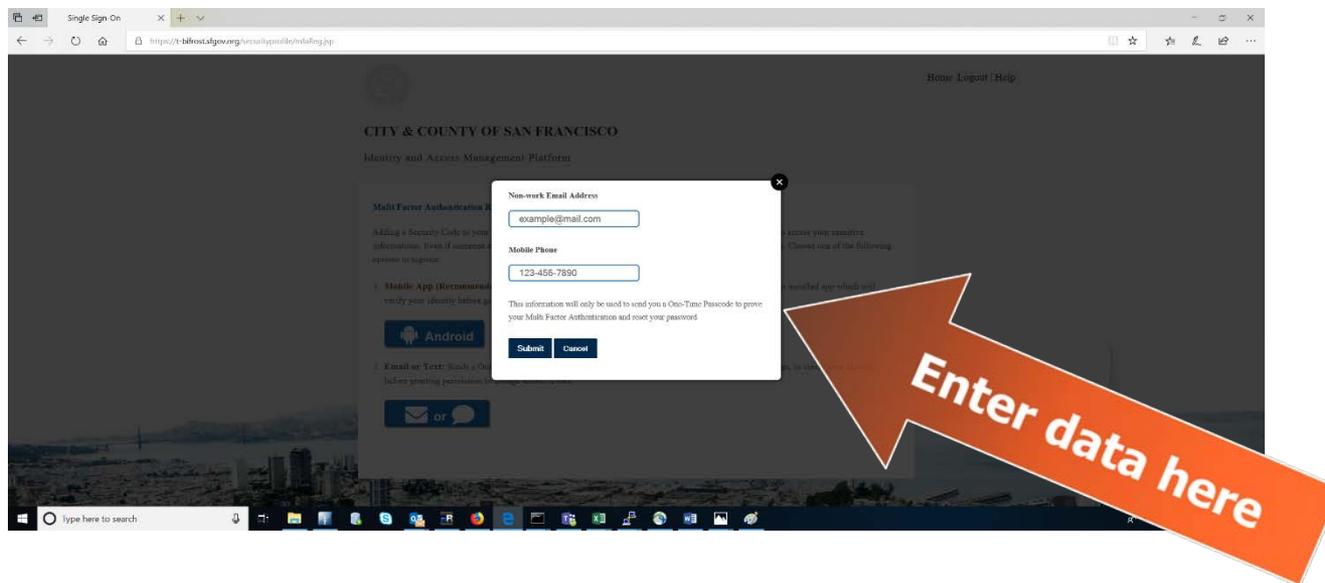
Recommended: Turn on Multifactor Authentication for Self Service Password Reset in case the users forgot the password and to access MFA protected pages.



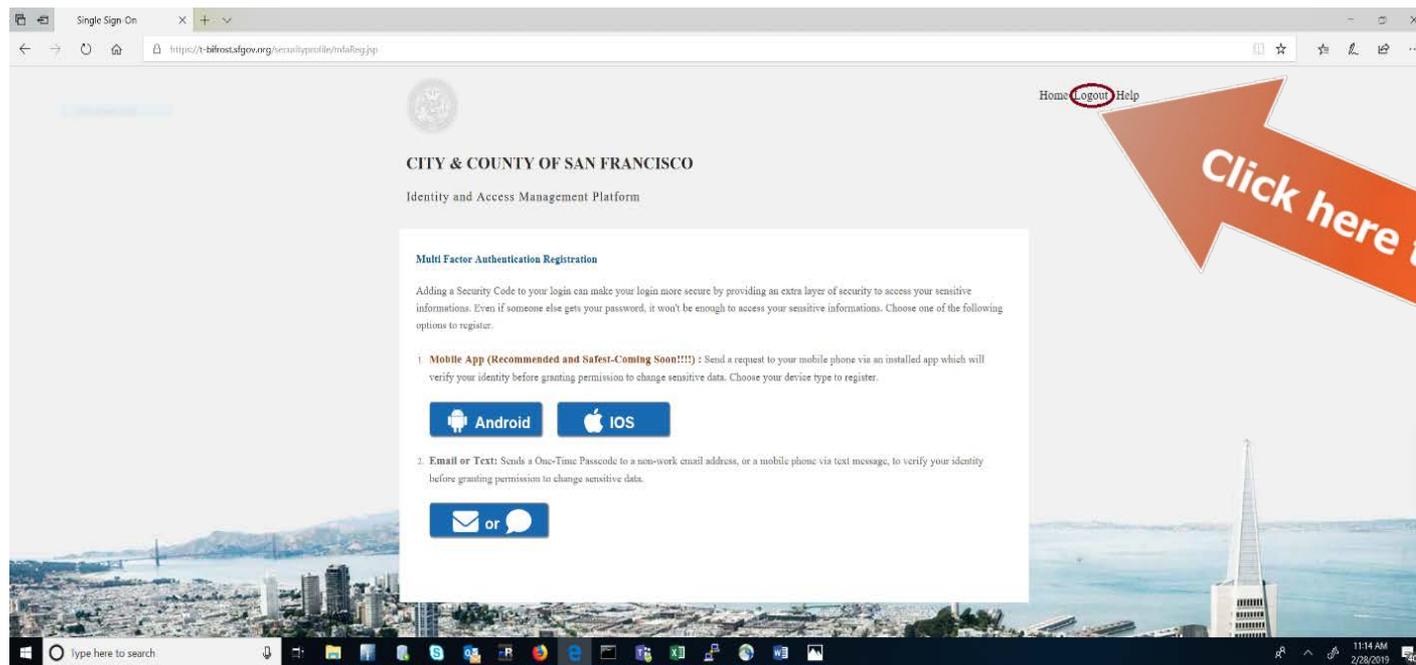
Provide your personal email address or cell phone for multifactor authentication.



Provide your personal email address or cell phone for multifactor authentication.



## Log out



# Congratulations!

You have successfully established your access to the SF Employee Learning Portal!

Use the shortcut below to access the portal again.

[zsfg.ucsf.edu/sflearning](https://zsfg.ucsf.edu/sflearning)



Now that you have access to the SF Employee Learning Portal, you will receive a system-generated email notifying you that you have been enrolled in DPH Privacy Compliance course.

**Completion of this course is required before you have access to EPIC Training.**

Course assignments will appear in your SF Employee Learning “My Current Learning” section over the next couple of weeks. Follow the subsequent instructions to access the DPH Privacy Compliance course.

DEPARTMENT OF EDUCATION & TRAINING



CURRIN-CARLISLE LEARNING CENTER



Welcome, Elaine Lee



**Announcements**

- Welcome to your new and improved SF Learning Home Page!



**Search for Learning**

Enter a keyword and select the Search button to initiate the search.



[Advanced Search](#)



**My Current Learning**



View  ▾

Title	Type	Required	Status	Due Date	Launch
Disaster Service Wor...	Web-based Training		In-Progress		
2018 Mandatory For A...	Web-based Training		In-Progress		
Privacy and Data Sec...	Web-based Training		In-Progress		
DPH Test Box - CO An...	Web-based Training		In-Progress		
Requisition	Blended-Learning		In-Progress		

[View All 32](#)



[My Learning](#)



*After logging in to the SF Employee Learning Portal, a list of your available trainings will appear, as seen here. Click on the "My Learning " icon on the lower left hand side to move to see all modules.*



## My Learning

Elaine Lee

\*View All learning- any status, type or date

### My Learning

1-15 of 49

Title	Type	Status	Date	Launch	Action	Print
DPH Annual Compliance and Privacy Training - FY 2018/2019	Web-based Training	Completed	01/30/2019			
HR Essentials - ERD: Understanding the Disciplinary Process	Web-based Training	In-Progress			<input type="button" value="Drop"/>	
HR Essentials - Equal Employment Opportunity	Web-based Training	In-Progress			<input type="button" value="Drop"/>	





## My Learning

Elaine Lee

\*View

### My Learning

1-15 of 49

Title	Type	Status	Date	Launch	Action	Print
DPH Annual Compliance and Privacy Training - FY 2018/2019	Web-based Training	Completed	01/30/2019			
HR Essentials - ERD:Understanding the Disciplinary Process	Web-based Training	In-Progress	01/29/2019		<input type="button" value="Drop"/>	
HR Essentials - Equal Employment Opportunity	Web-based Training	In-Progress	01/29/2019		<input type="button" value="Drop"/>	



*If the course does not appear, look for the pop-up blocker notification. Allow for the pop-up blocker and launch the course.*

Favorites ▾ Main Menu ▾



**SF EMPLOYEE PORTAL  
LEARNING**

View Progress Page

## Table Of Contents

Elaine Lee, Manager IV HAD DPH Admin HR

**Component Name:** Course Introduction

**Type:** Web-based

**Class:** DPH Annual Compliance and Privacy Training - FY 2018/2019

**Duration:** --

### Table Of Contents

Title	Status	Score	
Course Introduction	Incomplete		<a href="#">Re-Launch</a>

Click "Launch" to begin  
or "Re-Launch" to  
continue.

Return To Class Progress

*The course will appear in a new tab. Click "Start" to begin the course.*



# San Francisco

## Department of Public Health

San Francisco Department of Public Health  
Privacy and Compliance Training

*Course Introduction*



START



Please note that all modules can be bookmarked except for **Module 3 Compliance Guidelines**.

**Bookmarking means** that you can stop during a module and return to the last slide you were viewing at a later time.



After you complete each module, the final slide will direct you to close the tab and return to the Class Progress page.

Component Name: Course Introduction      Type: Web-based  
Class: DPH Annual Compliance and Privacy Training - FY 2018/2019      Duration: --

Table Of Contents			
Title	Status	Score	
Course Introduction	Completed		<a href="#">Re-Launch</a>

[Return To Class Progress](#) ←

On the Class Progress page, click on the next module to proceed.

Favorites ▾ Main Menu ▾

 **SF EMPLOYEE PORTAL  
LEARNING**

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Class Progress  Return to Previous Page

Elaine Lee

DPH Annual Compliance and Privacy Training - FY 2018/2019

**Class Details** 

<b>Class Code</b> DPH30001-0001.2019	<b>Class Name</b> DPH Annual Compliance and Privacy Training - FY 2018/2019
<b>Type</b> Web-based Training	<b>Contact</b> Elaine Lee
<b>Price Per Seat</b> --	<b>Drop Charge</b> --
<b>Enrollment Status</b> Completed	<b>Confirmation Number</b> 217425
<b>Start Date</b> 12/05/2018	<b>End Date</b> --
<b>Last Enrollment Date</b> --	<b>Last Drop Date</b> --
	<b>Duration</b> 2 Hrs

---

Progress   Schedule   Grades and Attendance   Notes and Attachments   Payment Details   Approvals

**Class Progress**

<b>Progress</b> Completed	<b>Grade</b> Not Graded
<b>Passing Status</b> Pass	<b>Comments</b> 

**Class Syllabus**  
To receive credit for this class you must complete all required tasks in order.

1	<a href="#">Course Introduction</a>	Re-Launch
	Required Web-based	
	<b>Progress</b> Completed	
2	<a href="#">Compliance in Your Daily Work</a>	Re-Launch
	Required Web-based	
	<b>Progress</b> Completed	



When you have completed the entire course, you will receive your Certificate of Completion. Congratulations!



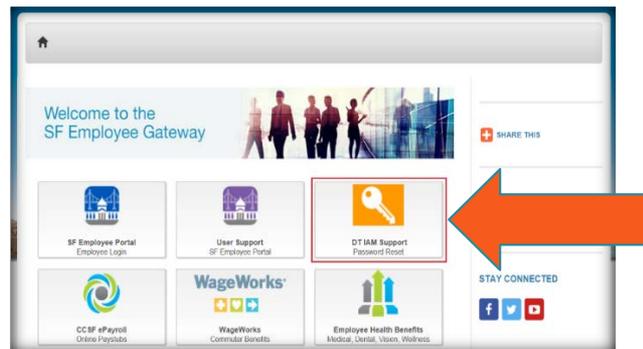
# Congratulations!

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



# Troubleshooting Tips

If you would like to change your password visit [www.sfgov.org/sfemployee](http://www.sfgov.org/sfemployee), select the DT IAM Support Password Request tile and follow the prompts.



For assistance regarding locked accounts, please contact the Department of Public Health Help Desk at (628) 206-7378 or [dph.helpdesk@sfdph.org](mailto:dph.helpdesk@sfdph.org).

**If you are not able to access the SF Learning system, please contact the following based on the access issue.**

Account is locked, or any other questions about logging in – contact the Department of Public Health Help Desk at (628) 206-7378 or [dph.helpdesk@sfdph.org](mailto:dph.helpdesk@sfdph.org)

SF Employee Portal Learning is not visible – contact the SF Employee Portal Support at (415) 944-2442 or [sfemployeeportalsupport@sfgov.org](mailto:sfemployeeportalsupport@sfgov.org).

For all other questions, please contact one of the following based on your work location. If you are sending an email, please include your POI number and the nature of the issue.

**Laguna Honda Hospital**

[DPH-LHHDET@sfdph.org](mailto:DPH-LHHDET@sfdph.org)

**ZSFG**

<http://zsfglearn.org/elearning-support-landing-page/>

**Primary Care**

Blue Walcer – [Blue.Walcer@sfdph.org](mailto:Blue.Walcer@sfdph.org)

**Maternal Child and Adolescent Health (MCAH)**

Jeannie Wong – [Jeannie.A.Wong@sfdph.org](mailto:Jeannie.A.Wong@sfdph.org)

David Bell – [David.Bell@sfdph.org](mailto:David.Bell@sfdph.org)

**Behavioral Health**

Jonathan Maddox – [Jonathan.Maddox@sfdph.org](mailto:Jonathan.Maddox@sfdph.org)

**Population Health**

Marise Rodriguez – [Marise.Rodriguez@sfdph.org](mailto:Marise.Rodriguez@sfdph.org)

Jessica Brown – [Jessica.N.Brown@sfdph.org](mailto:Jessica.N.Brown@sfdph.org)

**Jail Health**

Margaret Erickson – [Margaret.Erickson@sfdph.org](mailto:Margaret.Erickson@sfdph.org)

**If you do not see your area listed above, email the Office of Compliance and Privacy Affairs**

[Compliance.privacy@sfdph.org](mailto:Compliance.privacy@sfdph.org) (faster service) or call (855) 729-6040.

**Thank You!**