

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)

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

University of California San Francisco

About UCSF Search UCSF UCSF Health

UCSF ZUCKERBERG SAN FRANCISCO GENERAL Hospital and Trauma Center

About ▾ Research ▾ Capital Projects Artwork Resources ▾

Home > SF Employee Learning 2019

SF Employee Learning 2019

Privacy Compliance, Annual Online Training, & EPIC Training

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



Resources

- SF Employee Learning POI/Temp Password Instructions
- 2019 SF Learning Announcement
- SF Learning Rollout Phases

SF EMPLOYEE LEARNING LOGIN

UCSF ZSFG Dean's Office
Partners in Public Health since 1873

4. Click on SF Employee Portal



 SF Employee Portal Employee Login	 SF User Support SF Employee Portal	 DT IAM Support Password Reset
 CCSF ePayroll Online Paystubs	 WageWorks WageWorks Commuter Benefits	 Employee/Retiree Health Benefits Medical, Dental, Vision, Wellness
		

5. Click on Agree, then enter POI number in the Username field, and then click Continue.

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.

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1  [Agree](#)

Sign In:
Enter your user name.

2 

Username:

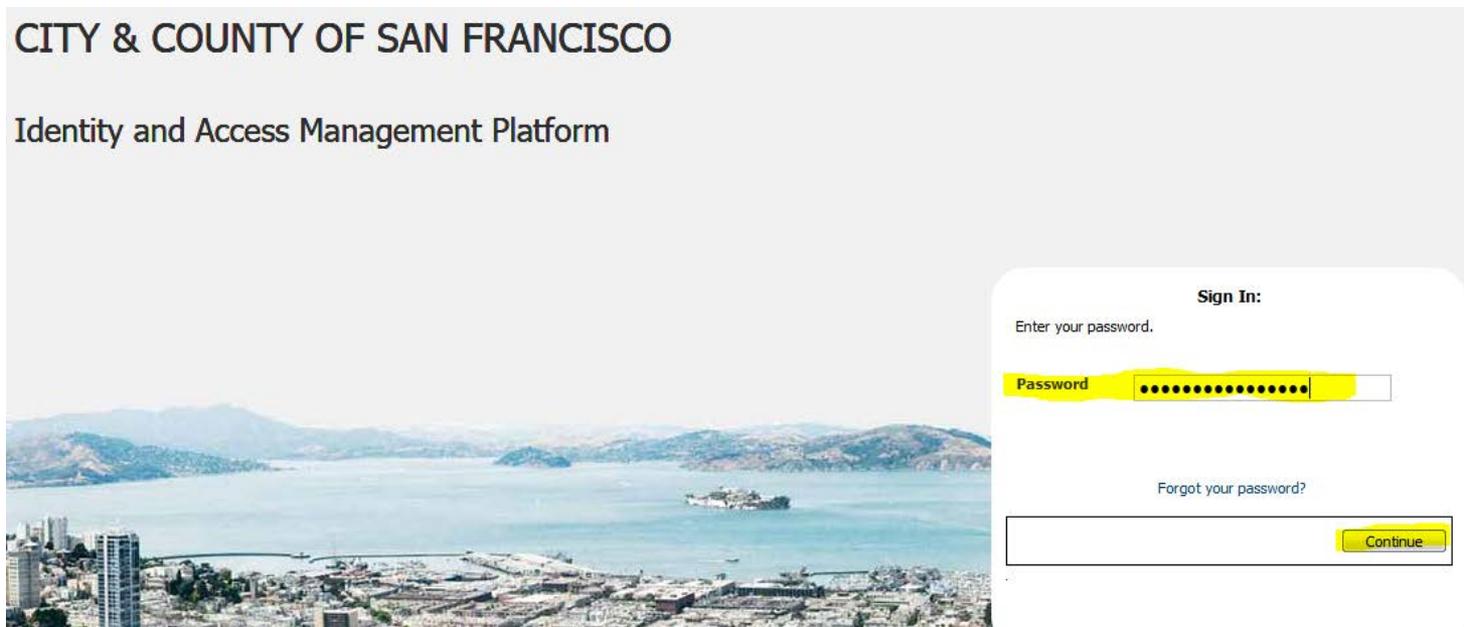
[Continue](#)

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

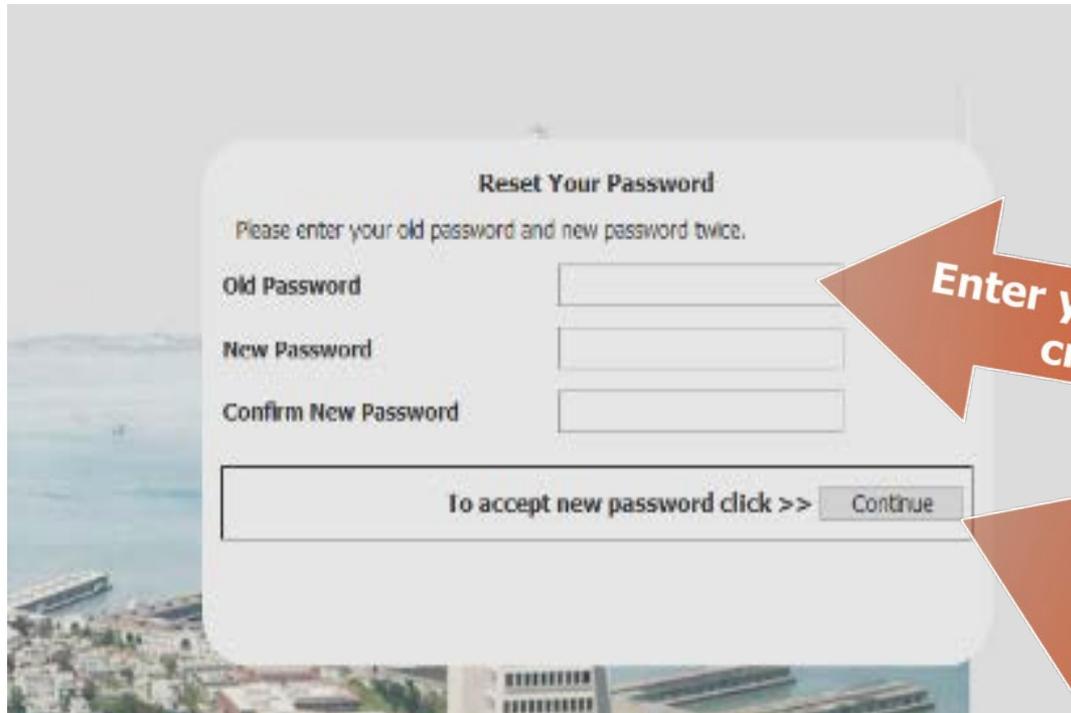
3 

STEP 6

6. Enter your POI password, then click on continue.
 - a. If you do not have your POI password or the password you have is not working, contact the DPH Service Desk by phone at **628-206-7378** or email at: dph.helpdesk@sfdph.org and request that your POI password be reset.



STEP 7



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...

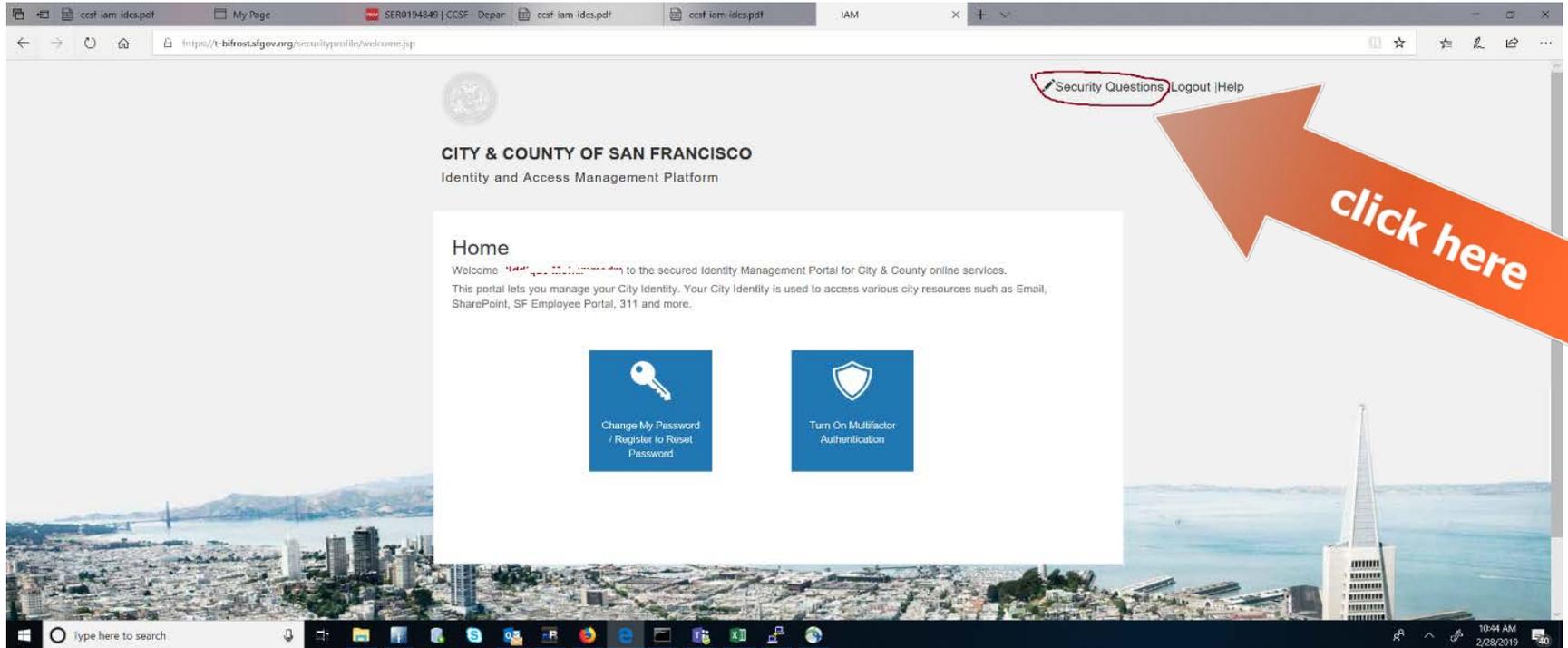
...then click "Continue"

7. Users will be prompted to change the Temporary Password.

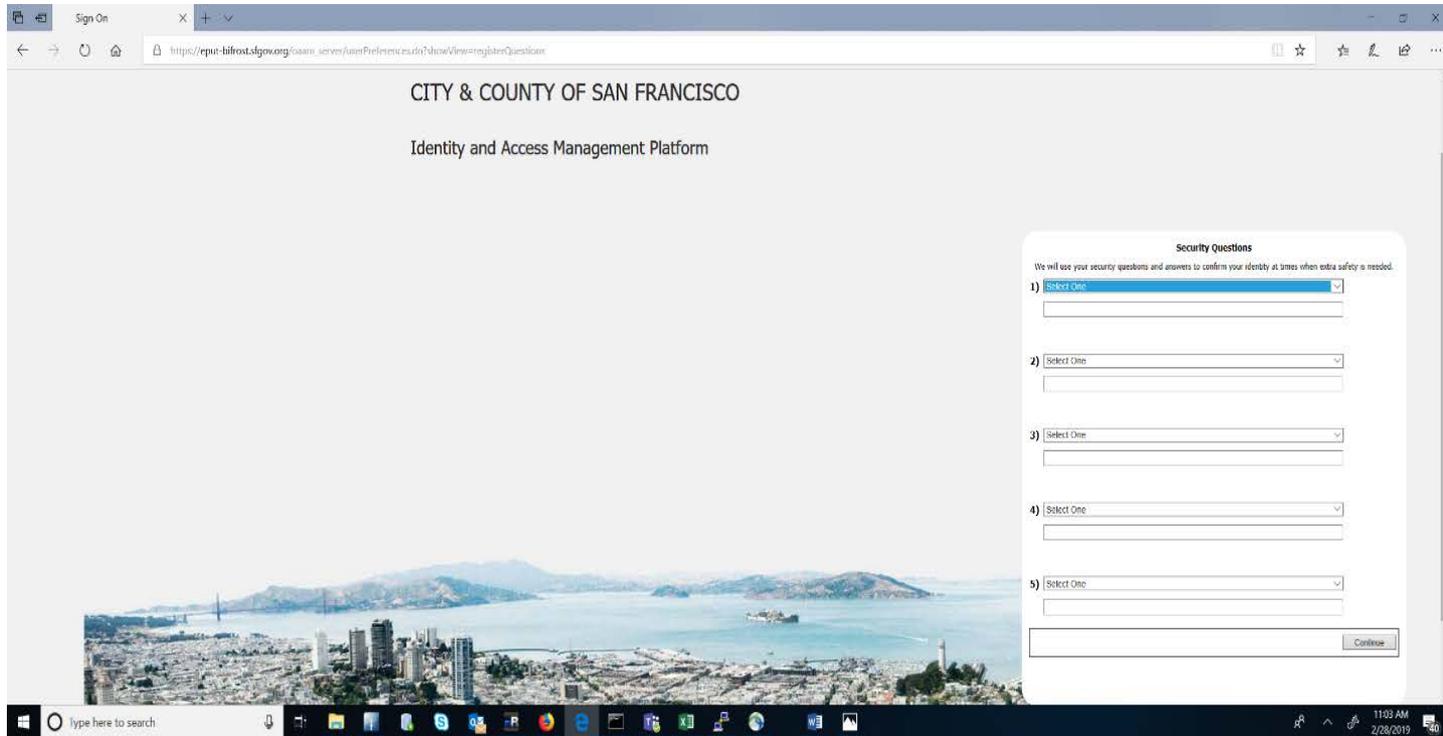
The New Password must contain Minimum of

- 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.

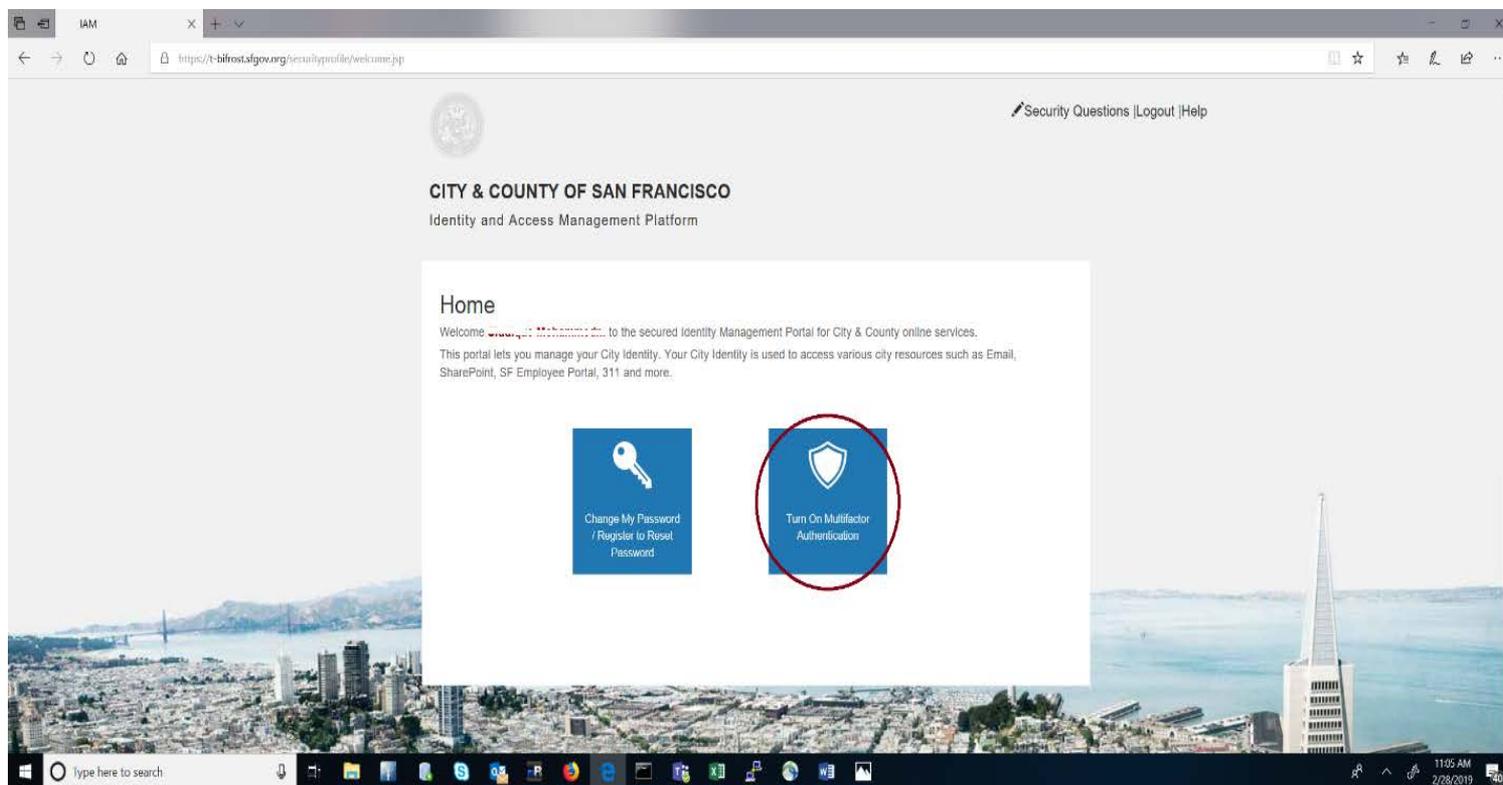
8. After changing to a new password, click on Security Questions to setup Security Questions



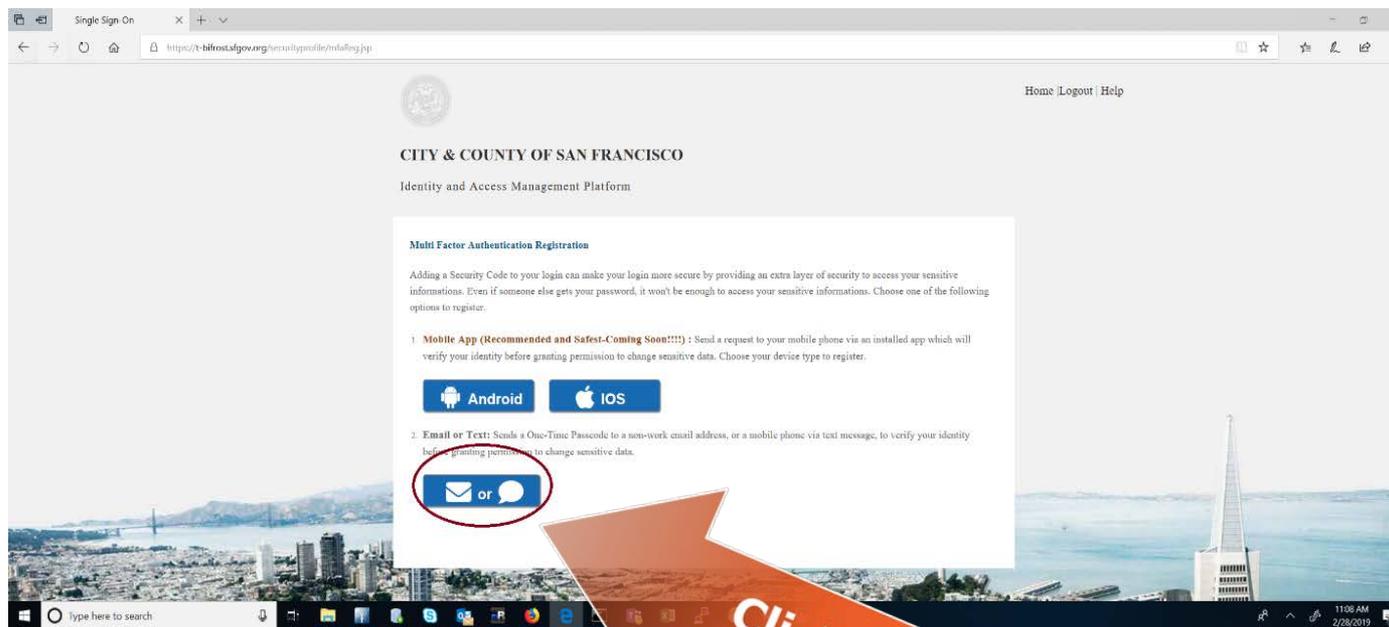
9. Answer all Security Questions



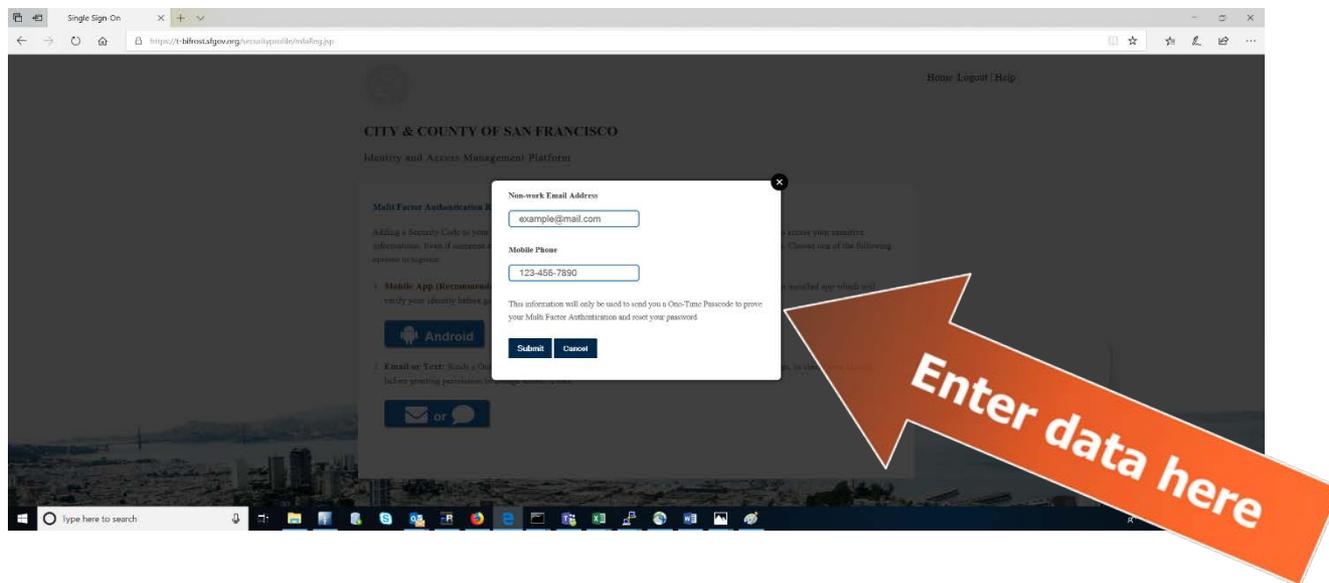
10. Recommended: Turn on Multifactor Authentication for Self Service Password Reset in case the users forgot the password and to access MFA protected pages.



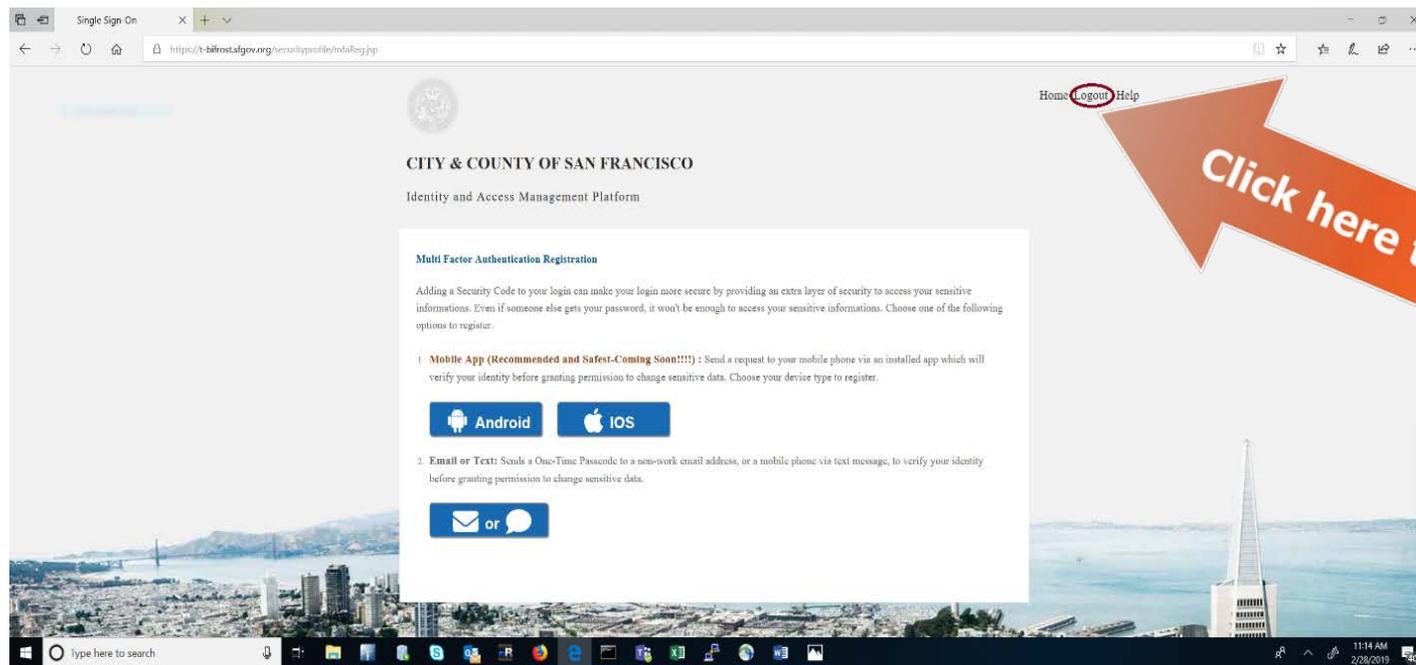
11. Provide your personal email address or cell phone for multifactor authentication.



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



13. Log out



Congratulations!

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

14. Use the link below to access the SF Employee portal.

<https://sfgov.org/sfc/employee-gateway>



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. Follow the subsequent instructions to access the DPH Privacy Compliance course.

DEPARTMENT OF EDUCATION & TRAINING



CURRIN-CARLISLE LEARNING CENTER



15. Log into the SF Employee Portal again. Click on Agree, then enter POI number in the Username field, and then click Continue.

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

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[Click to view full Privacy Policy](#)

1 

2  **Sign In:**
Enter your user name.
Username:

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

3 

16. Enter your POI password, then click on continue.
 - a. If you do not have your POI password or the password you have is not working, contact the DPH Service Desk by phone at **628-206-7378** or email at: dph.helpdesk@sfdph.org and request that your POI password be reset.

CITY & COUNTY OF SAN FRANCISCO

Identity and Access Management Platform



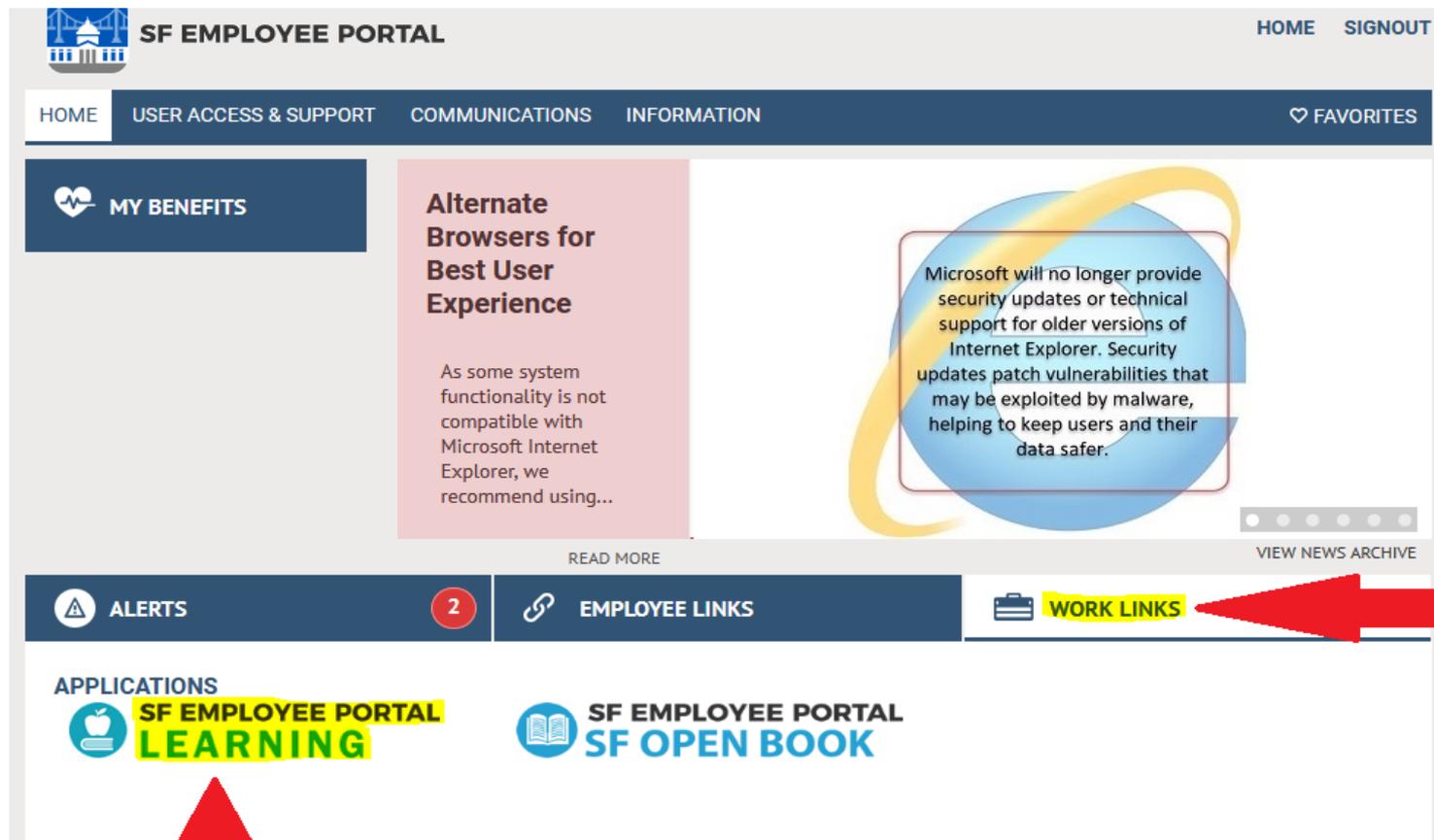
Sign In:

Enter your password.

Password

[Forgot your password?](#)

15. Once in the SF Employee Portal, click on Work Links, and then click on SF Employee Portal Learning.



Favorites ▾ Main Menu ▾



**SF EMPLOYEE PORTAL
LEARNING**

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 

16. 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

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"/>	



Favorites ▾ Main Menu ▾



**SF EMPLOYEE PORTAL
LEARNING**

[View Progress Page](#)

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

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		Re-Launch

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

[Return To Class Progress](#)

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

STEP 22



The slide features a background of a stylized city map with various colored squares and lines. In the top left corner is the official seal of the City and County of San Francisco. The main title is "San Francisco Department of Public Health Privacy and Compliance Training" in a yellow rounded rectangle, with "Course Introduction" in a teal rounded rectangle below it. A large central graphic shows a padlock with a teal body and a yellow keyhole, surrounded by concentric teal and yellow rings. A yellow arrow points left towards the center. At the bottom right, a teal button with the word "START" in white is visible. A teal bar runs horizontally across the bottom of the slide content.

 **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		Re-Launch

[Return To Class Progress](#) ←

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

Favorites ▾
Main Menu ▾


**SF EMPLOYEE PORTAL
LEARNING**

Class Progress
 Return to Previous Page

Elaine Lee

DPH Annual Compliance and Privacy Training - FY 2018/2019

Class Details ?

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

Progress
Schedule
Grades and Attendance
Notes and Attachments
Payment Details
Approvals

Class Progress

Progress Completed	Grade Not Graded
Passing Status Pass	Comments 

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

1	Course Introduction Required Web-based Progress Completed	Re-Launch
2	Compliance in Your Daily Work Required Web-based Progress Completed	Re-Launch

24

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



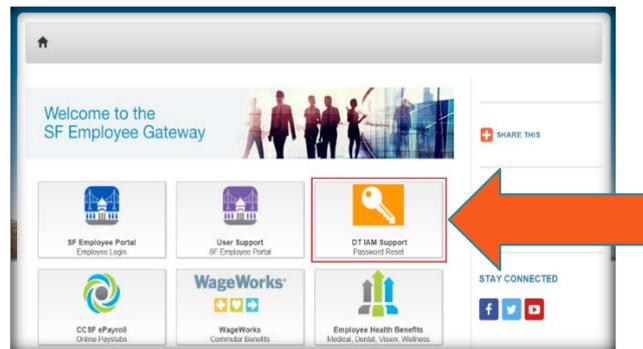
Congratulations!

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, 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.

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

SF Employee Portal Learning is not visible – contact the SF Employee Portal Support at (415) 944-2442 or 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

ZSFG

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

Primary Care

Blue Walcer – Blue.Walcer@sfdph.org

Maternal Child and Adolescent Health (MCAH)

Jeannie Wong – Jeannie.A.Wong@sfdph.org

David Bell – David.Bell@sfdph.org

Behavioral Health

Jonathan Maddox – Jonathan.Maddox@sfdph.org

Population Health

Marise Rodriguez – Marise.Rodriguez@sfdph.org

Jessica Brown – Jessica.N.Brown@sfdph.org

Jail Health

Margaret Erickson – 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 (faster service) or call (855) 729-6040.

Thank You!