

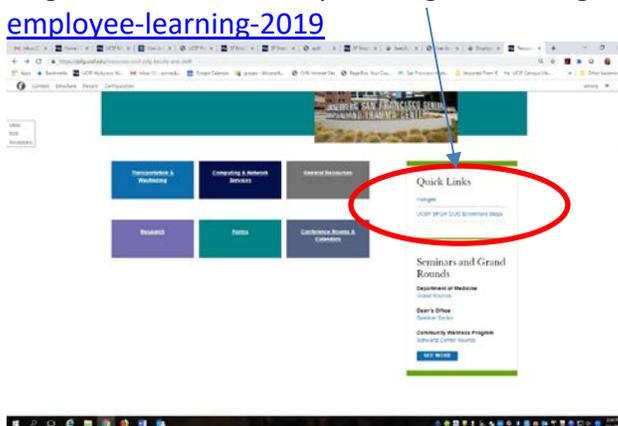
Tips for UCSF Faculty and Staff to access to SF Learning for Epic e-Training, Epic Classroom Registration and Annual Compliance.

Deadline	Action Item	Responsible	Notes / Links
	Review and update Hydra report	Department Managers	<ul style="list-style-type: none"> ○ Only providers & staff who are active in Hydra will receive a POI number to register for Epic training. Once they are active in Hydra, it can take up to 2 weeks to get the POI number from the City. ○ Add missing employees to Hydra by completing an ARF ○ Make employees who are no longer at ZSFG inactive in Hydra through an off-boarding template. http://zsfg.ucsf.edu/offboarding
ongoing	Review Hydra report to find POI numbers	Trainee Administrator or Division Administrator	<ul style="list-style-type: none"> ○ Trainees require a UCSF eID number before than can be added to Hydra. ○ ACGME trainees should be automatically added to Hydra via the MedHub feed. ○ Non-ACGME or visiting trainees will need the Trainee Administrator or Division Administrator to submit the manual upload template to enter them to Hydra.
	Find POI number	All UCSF Faculty and Staff at ZSFG	<p>To find your POI number (temporary passwords expired on May 28th)</p> <ol style="list-style-type: none"> 1. Search your email for the following terms: From: <i>Support, SFGH</i> Subject: <i>SF Learning CCSF POI ID Number</i> 2. If not found, ask your Business Manager or Trainee Administrator to check their latest Hydra report for your POI number.
	Reset your POI password	All UCSF Faculty and Staff at ZSFG with a POI assigned who have not reset or do not have a password.	<p>Contact DPH Service Desk: dph.helpdesk@sfdph.org Phone: (628) 206-7378</p>
Epic E-Learning must be completed before classroom training begins.	Log into SF Learning Platform and Complete Epic E-Learning using the Chrome browser	Epic users	<p>POI log in instructions (please read very carefully) https://zsfg.ucsf.edu/sf-employee-learning-2019-epic-annual-compliance</p>

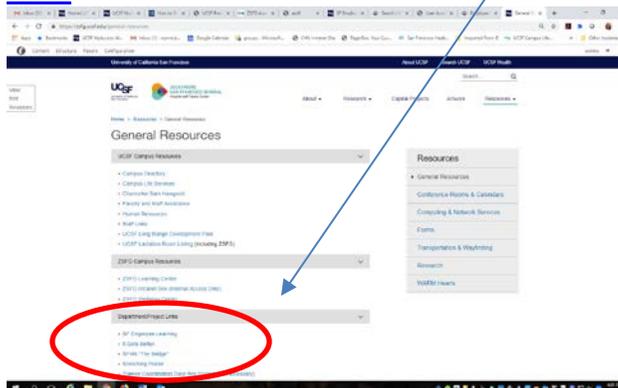
Annual Learning	Log into SF Learning Platform and Complete Epic E-Learning using the Chrome browser	All staff and faculty	POI log in instructions (please read very carefully) https://zsfg.ucsf.edu/sf-employee-learning-2019 SF EMPLOYEE LEARNING LOGIN→ http://zsfglearn.org/elearning/ Select ELM User Instructions (UCSF Staff) https://sfgov.org/sfc/employee-gateway SF Employee Portal? Agree to privacy policy Enter User Name (POI number) Enter password (change temporary password if first time). Your password may expire?
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Notes:

1. Zsfg.ucsf.edu site still says “Halogen” although it takes you to <https://zsfg.ucsf.edu/sf-employee-learning-2019>

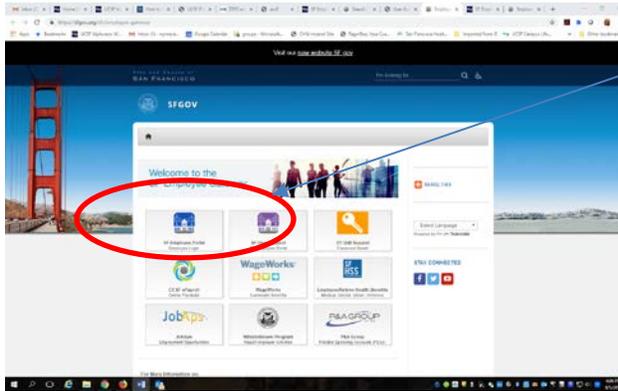


2. General resources page says SF Employee Learning. Should it say Annual Learning? Or ELM User Instructions (UCSF Staff). Link to <https://zsfg.ucsf.edu/sf-employee-learning-2019>

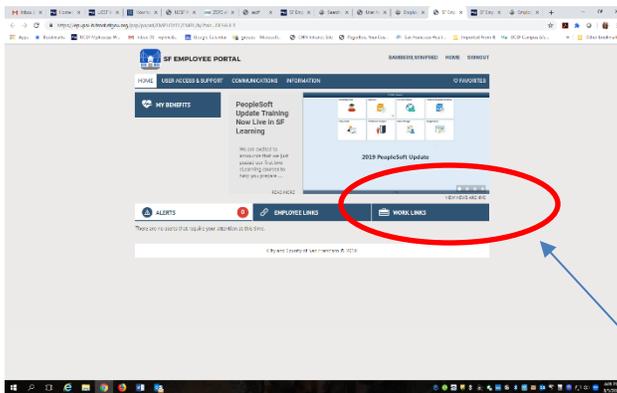


3. Click **SF EMPLOYEE LEARNING LOGIN** takes you to: <https://sfgov.org/sfc/employee-gateway>

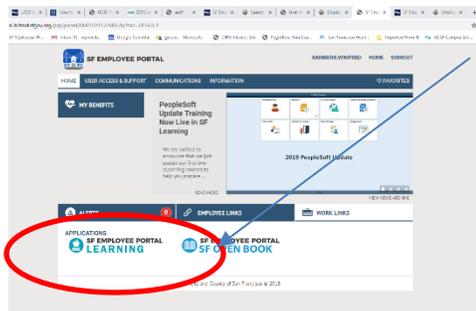
4. There are no instruction on which button to click. This one? Takes you to <https://epupsi-bifrost.sfgov.org/psp/paprd/EMPLOYEE/EMPL/h/?tab=DEFAULT>



5. Takes you to <https://epupsi-bifrost.sfgov.org/psp/paprd/EMPLOYEE/EMPL/h/?tab=DEFAULT>



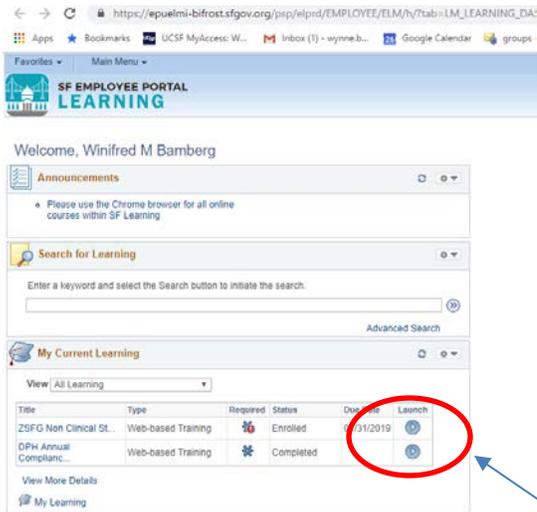
6. Click Work Links tab. Takes you <https://epupsi-bifrost.sfgov.org/psp/paprd/EMPLOYEE/EMPL/h/?tab=DEFAULT>



7. Click on SF Employee Portal Learning, takes you [https://epuelmi-](https://epuelmi-bifrost.sfgov.org/psp/elprd/EMPLOYEE/ELM/h/?tab=LM)

[bifrost.sfgov.org/psp/elprd/EMPLOYEE/ELM/h/?tab=LM](https://epuelmi-bifrost.sfgov.org/psp/elprd/EMPLOYEE/ELM/h/?tab=LM) LEARNING DASHBOARD

8. Takes you to the SF EMPLOYEE PORTAL LEARNING

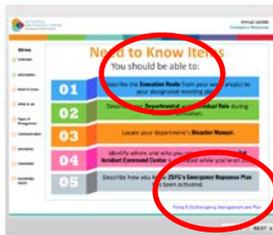


9. See My Current Learning and click on Launch button

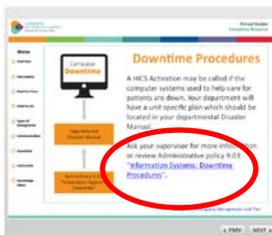
Notes:

Notify DET:

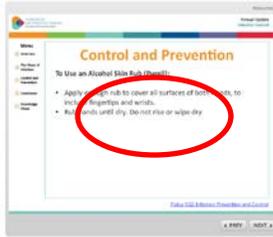
1. Typos Evacuation & Response



2. Link doesn't work



3. Typo? Rinse?



Resources tab above?

