How to Access the SF Employee Learning Portal
A Quick Guide for UCSF @ ZSFG Employees

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

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

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:

Continue

Where do I enter my password?
Forgot your username?

Enter your POI Number...

...then click “Continue”
CITY & COUNTY OF SAN FRANCISCO
Identity and Access Management Platform

Sign In:
Enter your password.

Password: ************

Forgot your password?

Enter your Temporary Password...

...then click “Continue”
STEP 5

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.

Enter your Temporary Password and create a new password...

...then click “Continue”
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

Click here to 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
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.
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.
<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPH Annual Compliance and Privacy Training - FY 2018/2019</td>
<td>Web-based Training</td>
<td>Completed</td>
<td>01/30/2019</td>
</tr>
<tr>
<td>HR Essentials - ERD: Understanding the Disciplinary Process</td>
<td>Web-based Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Essentials - Equal Employment Opportunity</td>
<td>Web-based Training</td>
<td>In-Progress</td>
<td></td>
</tr>
</tbody>
</table>
# My Learning

**Elaine Lee**

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**Title** | **Type** | **Status** | **Date** | **Launch** | **Action** | **Print**
---|---|---|---|---|---|---
DPH Annual Compliance and Privacy Training - FY 2019/2019 | Web-based Training | Completed | 01/30/2019 | ![Launch](launch) | ![Drop](drop) | ![Print](print)
HR Essentials - ERD: Understanding the Disciplinary Process | Web-based Training | In-Progress | 01/29/2019 | ![Launch](launch) | ![Drop](drop) | ![Print](print)
HR Essentials - Equal Employment Opportunity | Web-based Training | In-Progress | 01/29/2019 | ![Launch](launch) | ![Drop](drop) | ![Print](print)
If the course does not appear, look for the pop-up blocker notification. Allow for the pop-up blocker and launch the course.
The course will appear in a new tab. Click “Start” to begin the course.
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.
On the Class Progress page, click on the next module to proceed.
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!