

Welcome to Zuckerberg San Francisco General Hospital's learning Management System, Litmos!

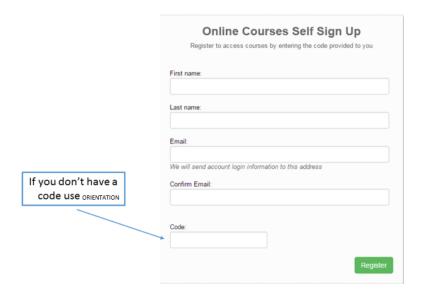
Please spend a few minutes reviewing the instructions below before starting your course work. These instructions include a **Hospital Orientation**, and a Link to complete our **Annual Privacy & Compliance Training**.

NOTE: Disable your "Pop-up blockers" your computer settings for the best experience accessing the module.

1. Setting up Your Account:

Click or copy and paste the URL below and you'll be directed to the Litmos logon screen.

http://sfghlearn.litmos.com/self-signup/

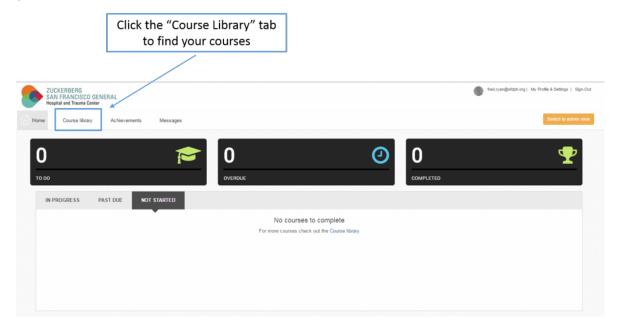


Setup your account using the following code: <u>Orientation</u>. You'll receive an e-mail with your username and a link to the course. If you don't see the email in your inbox be sure to check your spam folder.



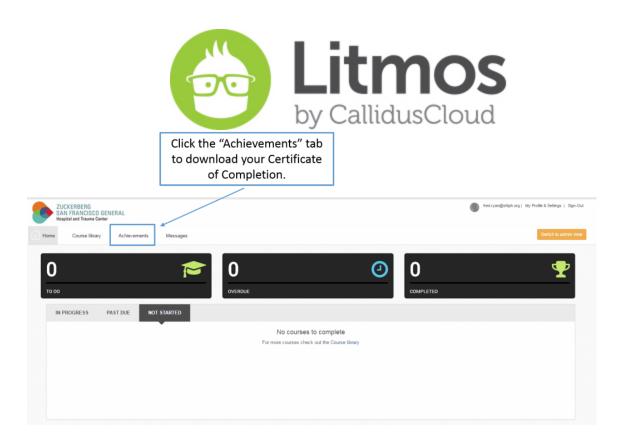
2. Finding Your Course Work:

You should see the course: "Orientation/Students, Volunteers, Sheriffs" on your home screen. Simply click on the course and you're enrolled. If you don't see it, or you have additional course(s) to take, click on the "Course Library" tab near the top of your screen. Find your course, click on it and you'll be enrolled.



3. Printing your Certificate of Completion

Click on the "Achievements" tab near the top of your screen. Find the certificate you need to download and click the blue download button to the right of the course name. Save it and email it to the individual who requested you take the course.



4. User Support

Need Help? Send an e-mail to: Halogensupport@sfdph.org Be sure to reference Litmos in the subject line.

Halogen Support office hours: M-F, 8:00 am 3:30 pm

5. Annual Privacy & Compliance Training

Complete the Contractor, CBO, and Volunteer Training by following this link: https://xnet.sfdph.org:8443/ords/vrds/f?p=111:81:::NO:81:P81 HET C PROGRAM PK,P81 PAGE FROM:46511,12