



## 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/>

**Online Courses Self Sign Up**  
Register to access courses by entering the code provided to you

First name:

Last name:

Email:

*We will send account login information to this address*

Confirm Email:

Code:

If you don't have a code use **ORIENTATION**

Setup your account using the following code: **Orientation**. 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.

Click the "Course Library" tab to find your courses

A screenshot of the Litmos user interface. At the top left is the logo for ZUCKERBERG SAN FRANCISCO GENERAL Hospital and Trauma Center. To the right of the logo is the user's email address (fred.ryan@stqph.org) and links for "My Profile &amp; Settings" and "Sign-Out". Below the header is a navigation bar with tabs for "Home", "Course library", "Achievements", and "Messages". The "Course library" tab is highlighted with a blue box and an arrow pointing to it from the text above. To the right of the navigation bar is a "Switch to admin view" button. Below the navigation bar are three summary cards: "TO DO" with a graduation cap icon and a large "0", "OVERDUE" with a clock icon and a large "0", and "COMPLETED" with a trophy icon and a large "0". Below these cards are three tabs: "IN PROGRESS", "PAST DUE", and "NOT STARTED". The "NOT STARTED" tab is selected. The main content area shows "No courses to complete" and a link "For more courses check out the Course library".

## 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.



**Litmos**  
by CallidusCloud

Click the "Achievements" tab to download your Certificate of Completion.

ZUCKERBERG  
SAN FRANCISCO GENERAL  
Hospital and Trauma Center

fred.ryan@sfdph.org | My Profile & Settings | Sign-Out

Home Course library **Achievements** Messages [Switch to admin view](#)

0 TO DO 0 OVERDUE 0 COMPLETED

IN PROGRESS PAST DUE **NOT STARTED**

No courses to complete  
For more courses check out the Course library

## 4. User Support

Need Help? Send an e-mail to: [Halogensupport@sfdph.org](mailto: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](https://xnet.sfdph.org:8443/ords/vrds/f?p=111:81:::NO:81:P81_HET_C_PROGRAM_PK,P81_PAGE_FROM:46511,12)