Instructions for SFDPH Annual Compliance and Privacy Training Modules on the SFDPH Online Event Registration System

Dear User,

There are two trainings and two documents to sign. One set is for Compliance and one is for Privacy. You will need to do one at a time.

These instructions walk you through doing Compliance training first. Once you complete it, return to **Step #1** to do the Privacy training.
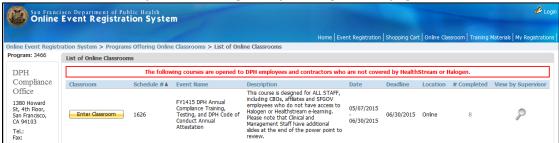
<mark>NOTE: The required training period is from July 1 – June 30 every fiscal year. <u>You must complete the training by June 30 of each fiscal year.</u></mark>

Steps:

1. Go to www.sfdph.org

2. Click "Training" tab (see upper right of screen).

3. Select "Annual Compliance Training" and you will go to this page:

4. Select "Enter Classroom" and you will go to this page:

   a. **If you cannot remember your Username or Password** (and you have previously registered), click "Click here to receive your password via email." You will then be asked to provide your email address.

   b. **If you do not receive your User name or Password,** call (855) 729-6040 for assistance. *******<u>DO NOT CREATE A NEW ACCOUNT</u>*******

   c. Log in (enter your username and password). Go to **Page 3, Step #8**.

INSTRUCTIONS FOR FIRST-TIME REGISTRATION

5. **If this is your first time using the Online Event Registration System, click "DPH Employees" or "Non-DPH Users (Contractors, other CCSF employees etc.)."**
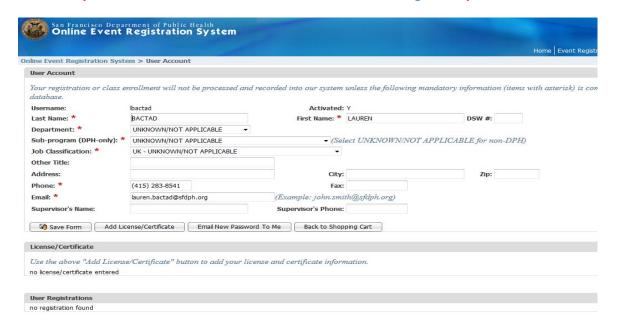

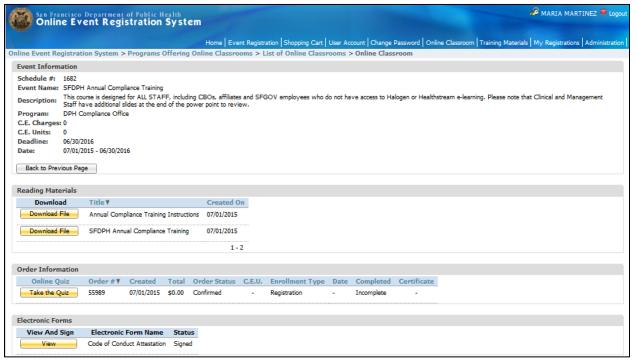6. **Provide your registration information, then choose "Create My Account".**

7. **Select Department, Sub-Program, and Job Classification from drop-down menu. If you are not a CCSF employee, or you cannot find the correct option, select "Unknown/Not Applicable."**
    When you are done, be sure to select "Save Form."   Go to Page 3, Step #8.

FOR ALL USERS:
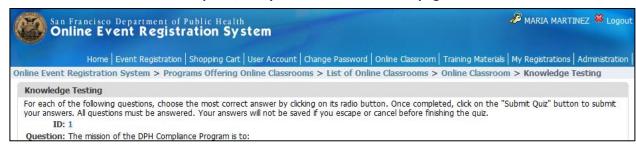
8. **After you log in, you will be taken to this page:**

9. **Select "Download File" for the "SFDPH Annual Compliance Training" and you will be taken to Page 1 of the Compliance Training slides.   READ EACH SLIDE CAREFULLY.**

10. **Once you complete the training, you will need to take the quiz. To do that, return to the web page noted in Page 3, Step #8 (you can click the back arrow in the upper left hand corner- it should still be open in your browser or you can start again at Step #1).**

11. **Select the "Take the Quiz" option, and you will be taken to this page:**

a. **For each of the quiz questions select the most correct answer. After you select the answer for each question, choose "Next Question" until you finish the quiz. ALERT: Your answers will not be saved if you choose "submit quiz" prematurely or if you escape or cancel before finishing the quiz.**

b. **Once completed, click on "Submit Quiz" to submit your answers. All questions must be answered correctly. See which questions you did or did not answer correctly at the bottom of the pop-up. If you fail, you will need to redo the quiz from the beginning.**

FY1415 DPH Annual Compliance Training, Testing, and DPH Code of Conduct Annual Attestation

Quiz Date:	05/11/2015	Time Elapsed:	2 *minute(s)*
Start Time:	10:29AM	End Time:	10:31AM
Total Questions:	12	Minimum Score:	12
Questions Answered:	12	Unanswered:	0
Incorrect:	0	Your Score:	12

PASS

Congratuations, you may now download and print this certificate for your own reference.

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12. **SIGNING (ELECTRONIC) AGREEMENTS: Return to the web page noted in Page 3, Step #8.**

a. **COMPLIANCE AGREEMENT: click "View and Sign" for the "Code of Conduct Attestation." Read carefully, select "Accept" to electronically sign this form.**

b. **PRIVACY AGREEMENT: click "View and Sign" for the "User Agreement for Confidentiality, Data Security and Electronic Signature."   Read carefully, select "Accept" to electronically sign this form.**

13. **PRINTING CERTIFICATE OF COMPLETION AND ELECTRONICALLY-SIGNED FORMS: You may print your Certificate(s) of Completion and the electronic signature form(s) for your files and/or give a copy to your supervisor.**

14. **PLEASE NOTE: To receive the Certificate(s) of Completion you must pass the quiz with 100% accuracy and electronically sign the applicable form(s). If you do not sign the electronic signature form(s), your status for completion will indicate "Pending" until the form(s) are electronically signed.**

15. **Once you complete the DPH Compliance training, return to Page 1, Step #1 to do your DPH Privacy training.**