

MODULE #7 INSTRUCTIONS



NOTE: If you don't complete Module # 7, you may erroneously receive a completion certificate in Module #8. However, your record will show an incomplete and you will not receive credit for completing the course. We apologize for the issue and thank you for completing Module #7.



1. **IF YOU DO NOT HAVE ANY TECHNICAL ISSUES START WITH STEP #4.** Clear your cache before logging into the system. (This is an important step)
 - A. Locate and select the 3 vertical dots on the far upper right corner of your screen.
 - B. Select Settings
2. Scroll down locate and select "Clear Browsing Data"



Safety check



 Chrome can help keep you safe from data breaches, bad extensions, and more [Check now](#)

Privacy and security

 **Clear browsing data**
Clear history, cookies, cache, and more 

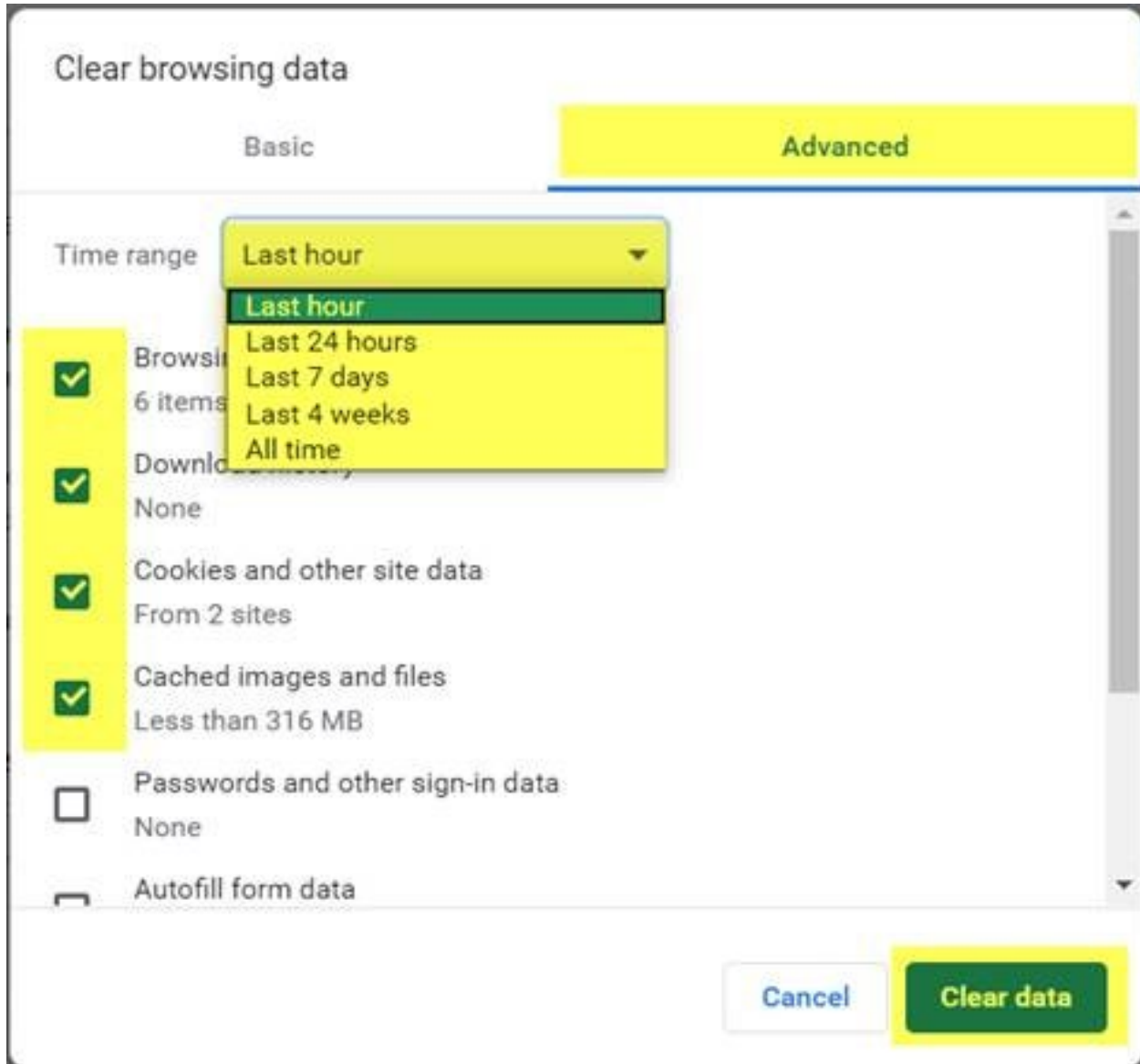
 Cookies and other site data
Third-party cookies are blocked in Incognito mode 

 Security
Safe Browsing (protection from dangerous sites) and other security settings 

 Site Settings
Controls what information sites can use and show (location, camera, pop-ups, and more) 

3. Select the "Advance' tab"
 - A. Follow the recommendation from you IT Department
 - a. Select their recommended Time Range
 - b. Check the proper check boxes of the items you want to clear

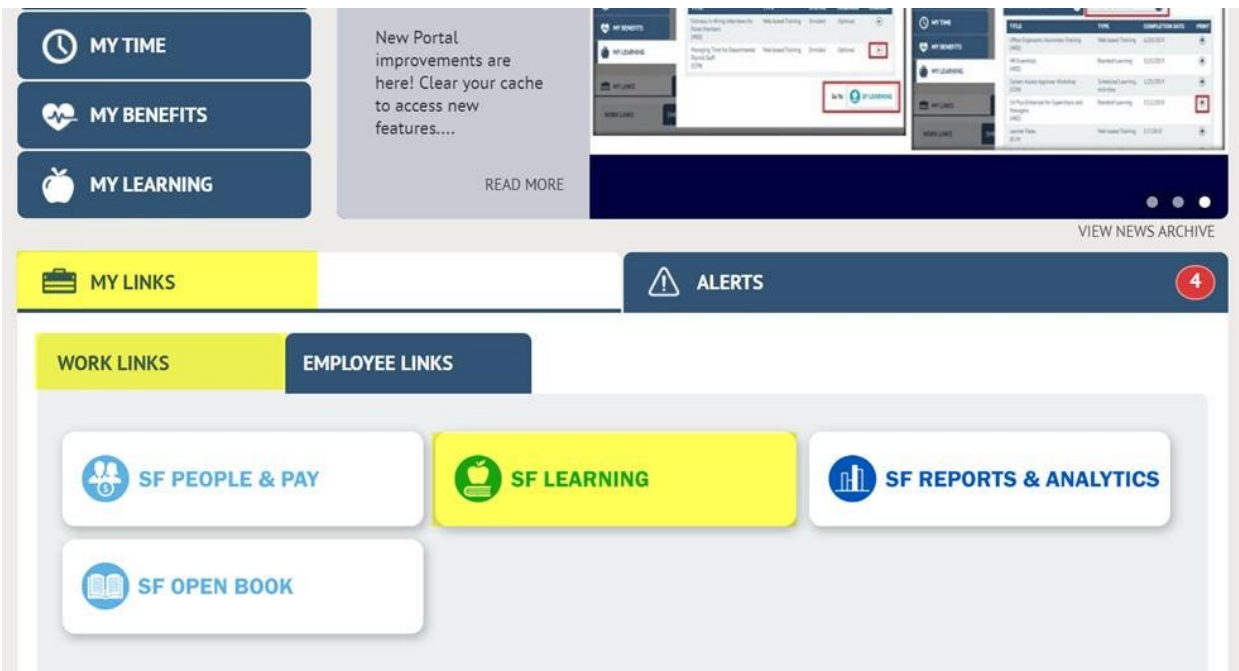
c. Select "Clear Data"



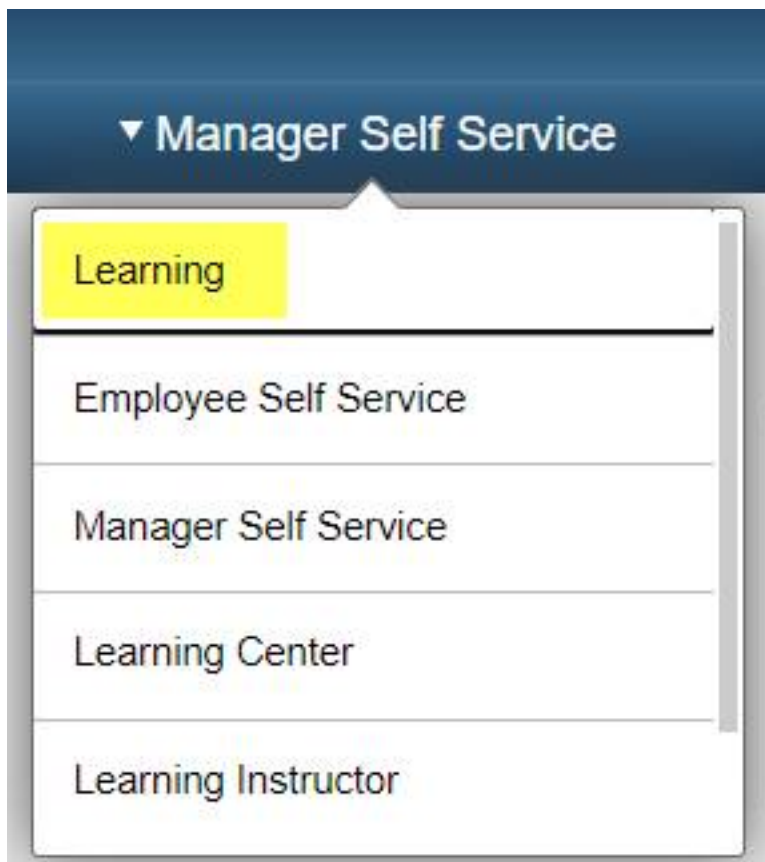
Also, disable pop-up blockers

Turn pop-ups on or off

1. On your computer, open Chrome.
 2. At the top right, click More Settings (same as for clearing browsing data)
 3. Under "Privacy and security," click Site settings.
 4. Click Pop-ups and redirects.
 5. At the top, turn the setting to Allowed or Blocked.
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4. After logging into the SF Employee Gateway, navigate to the "SF Learning". (For this exercise do not select "My Learning" because it takes you to where you left off or the beginning)
(My Links> Work Links> SF Learning)



5. You should be in the “Learning” tab, if not use the drop down to select “Learning”



6. Select the “My Learning” icon



- From the list of classes, locate and select the “DPH Annual Compliance and Privacy Training – FY2019/2020” class by clicking on the title.
(If you have a long list of classes, you can click on either the Title or Date header and the classes will be sorted accordingly.)

Title	Type	Status	Date	Launch	Action	Print
Epic Ambulatory Nurse E-Learning	Curriculum	In-Progress	06/11/2019			
SANS - eMust Program	Curriculum	In-Progress	05/04/2015			
DPH Annual Compliance and Privacy Training - FY2019/2020	Web-based Training	In-Progress	06/30/2020		Drop	
Managing Supplemental Learning	Web-based Training	In-Progress	01/09/2020		Drop	
Introduction to Accounts Receivable	Blended-Learning	In-Progress	10/31/2019		Drop	
2019 PeopleSoft Update: WorkCenters for SF Financials	Web-based Training	In-Progress	01/07/2020			
Epic Activating Patients for MyChart	Web-based Training	In-Progress	03/17/2020			

- Scroll down to the bottom till you see the Syllabus, locate and select the “Code of Conduct and Confidentiality Forms (CLICK HERE TO LAUNCH)” section.

Class Syllabus

To receive credit for this class you must complete all required tasks in order.

1	Course Introduction	Required	Web-based	Re-Launch
		Progress	Completed	
2	Compliance in Your Daily Work	Required	Web-based	Re-Launch
		Progress	Completed	
3	Compliance Guidelines	Required	Web-based	Re-Launch
		Progress	Completed	
4	Privacy Overview	Required	Web-based	Re-Launch
		Progress	Completed	
5	Best Practices to Protect Patient Privacy	Required	Web-based	Re-Launch
		Progress	Completed	
6	Data Security and Data Sharing	Required	Web-based	Re-Launch
		Progress	Completed	
7	Code of Conduct and Confidentiality Forms (CLICK HERE TO LAUNCH)	Required	Assignment	
		Progress	Not Attempted	
8	Certificate of Completion	Required	Web-based	Re-Launch
		Progress	Completed	

9. Open and read each of the two PDFs
 - A. From the drop down, select "Completed"
 - B. Select "Save".

DPH Annual Compliance and Privacy Training - FY2019/2020

Review your class progress, grade, score, and attendance record.

Component Name	Code of Conduct and Confidentiality Forms (CLICK HERE TO LAUNCH)	Type	Assignment
Class Name	DPH Annual Compliance and Privacy Training - FY2019/2020		
Description	Please read the Agreements by selecting the Assignment URL links. After you have read the two documents, change your "Progress" below from "Not Attempted" to "Complete" and click the "Save" button. The Learner Agreement screen will appear. By selecting "I agree" on that screen, you are electronically signing the SFDPH User Agreement for Confidentiality, Data Security and Electronic Signature and the SFDPH Code of Conduct and you are agreeing to abide by the terms outlined in both documents. You will be asked to verify your identity by entering in your password in order to complete this Assignment.		

Completion Details

Attendance	Passing	Grade	Score	Progress
-	-	-	-	Not Attempted

Links

Name	Assignment URL
CODE OF CONDUCT	https://epuelmi-bifrost.sfgov.org/LMSCONTENT2/files/DPH_Code_of_Conduct...
USER AGREEMENT	https://epuelmi-bifrost.sfgov.org/LMSCONTENT2/files/User_Agreement_and_Electronic_Signature.pdf

- Not Attempted
- Completed
- In-Progress
- Not Attempted
- Not Completed

Comments

Comments

Save

Module 7 should show completed