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”

   ![Chrome settings](image)

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)
4. Click Pop-ups and redirects.
5. At the top, turn the setting to Allowed or Blocked.

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
7. 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.)

8. 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.
5. Open and read each of the two PDFs
   A. From the drop down, select “Completed”
   B. Select “Save”.
Module 7 should show completed