How to access the MEA Flex Credits training on SF Learning

 Open a new browser window in Chrome.Go to <u>https://sfgov.org/sfc/employee-gateway</u> and click on the "SF Employee Portal" tile.



2. Log into the SF Employee Portal with your DSW number and password. Click on "My Learning". You may be asked to authenticate your account by using a code sent to your cell phone.

	CITY & COUNTY	SF EMPLOYEE PORTAL	YOUNG,BRIANNA R HOME SIGNOUT
10	OF SAN FRANCISCO	HOME EMERGENCY RESPONSE USER ACCESS & SUPPORT	FAVORITES
	DSW#, POI# or Username	Action Required: Finalize FY21 01	
		(5) MY PAY Transactions by	END OF
	Password	MY TIME Department Cos.	
		WY BENEFITS and Docurement	YEAR /
13	Accept the City & County of San Francisco Terms of Service and Privacy Policy	MY LEARNING	
R	Agree & Sign In		2 MY TO-DOS
1	Forgot your password?	WORK LINKS EMPLOYEE LINKS	
	First time registration for Retirees or SFUSD		

3. Under "Current Learning" is a list of the courses you are currently enrolled in. To search for a course, scroll down until you see the SF Learning button.

WY BENEFITS	Disaster Service Worker Orientation (HRD)	Web-based Training	la- Progress	0
MY LEARNING			ln- Progress	۲
			In- Progress	۲
WORK LINKS EMI	* Please refresh the page to ensure the latest class status.		Go To: SF LEARNING	

4. Click on the magnifying glass to search. In the serach box, type "MEA", and then click on the arrow.



5. Scroll through the available courses, and find MEA Flex Credits. Click on the course title.

ME	A Flex Credits	
	Course	
1 01	ffering available	
Five	minute module on MEA Flex credits and how to use them.	

6. To enroll in the course, and take it late, click ENROLL. To take the course now click LAUNCH.

MEA Flex Credits			
Se Course			
Course Description			
Five minute module on MEA Flex credits and how to use them.			
Enrollment Options			
To complete this course, enroll in one of the following offerings:			
✓Self-paced Offering			
Web-based Training			
(b) 5 Minutes Duration			
Enrollment is open			
Code HRD24S95-1104			
Enroll Launch			

Troubleshooting Tips

- ✓ This system works best with up-to-date Chrome, Firefox, or Edge browsers. Do not use Internet Explorer or Safari.
- ✓ If you get a blank page, or the training doesn't load, try refreshing the page, or signing out of the system and signing back in. For technical issues, please email <u>sfemployeeportalsupport@sfgov.org</u>.
- ✓ If you have completed a course, but it is not showing as "Completed", please give the SF Learning system 24 hours to update and refresh. You can also reload your browser tab.
- ✓ For other completion issues, please email <u>dhr.ids@sfgov.org</u>. In the body of your email, include a screen shot of the final page of the completed training, and your full name and DSW number. Please wait 5 business days for confirmation of completion updates.