



Halogen E-Learning

User Instructions

One Logging Into Halogen:

AT WORK

If you're at work, logged into the DPH network and using Internet Explorer, you should be able to log into Halogen without having to enter a username or password. All you need to do is navigate to the CHN Intranet site and click the

Halogen icon. If this method should fail, follow the the instructions immediately below entitled, "OFF SITE".

OFF SITE

If your at home, offsite or otherwise can't log in, you'll need to log in manually. Click the button below and enter your Username and Password. If you don't know your Username and/or Password, send an email to Halogensupport@SFDPH.org.

HALOGEN
Manual Login

Two Finding and Launching Your Courses:

Once logged into Halogen, your homescreen should look similar to the one below. Your assigned courses will appear near the top of your screen on the left side (see red border below). You'll need to click the small blue arrow to launch the course (see green circles below).

The screenshot displays the Halogen user interface. At the top, a red box highlights the 'Tasks (11)' section, which contains three course cards. Each card has a date 'Jun 30, 2018' and a title: 'Complete Required Learning: Bloodborne Pathogens', 'Complete Required Learning: Compliance', and 'Complete Required Learning: Emergency Management'. Each card also features a small blue play button icon and a green circle around it. Below the tasks, the interface is divided into four sections: 'Shortcuts' with buttons for 'Enroll in Learning' and 'View Reports'; 'Development Plans' showing two progress indicators at '0/0' for 'Arrhythmia Competency Test' and '2017 - Non Clinical', both marked as '7 months overdue'; 'Connections' showing a list of colleagues including Angelica Cardenas, Antonio Naguiat Jj, Briones Ben, Kala Garner, and Priyanka Karki; and 'Bookmarks'.

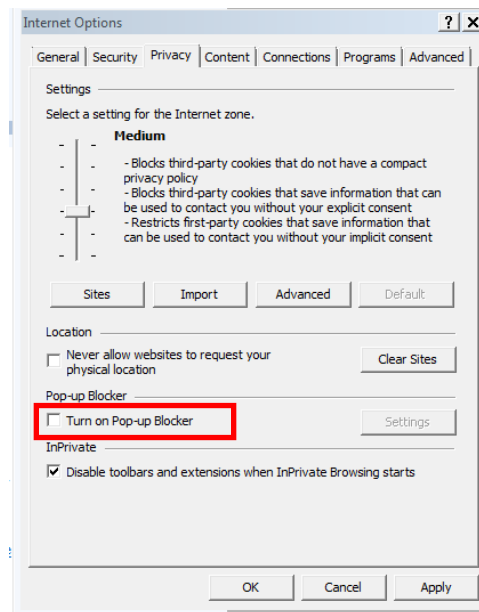
Three The Course Pop Up Window:

A new popup window will appear and the course will load. This process may take several seconds. **Note:** If your popup blockers are turned on you'll need to turn them off, instructions are as follows:

1. Open Internet Explorer, select the "Tools Button" then select Internet options.

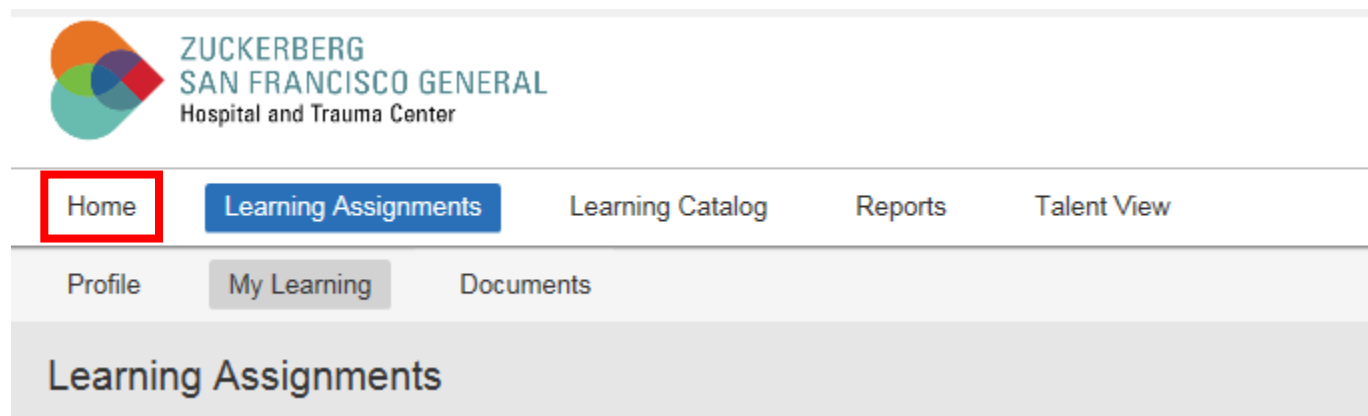


2. On the Privacy tab, near the bottom, clear the "Turn on Pop-up Blocker" check box, and then select OK.



Four Returning to your assignments

Once you've completed a course you'll need to click the "Home" tab to return to any additional assignments (see graphic below)



Five Support

For support or if you have any questions contact HalogenSupport@sfdph.org.