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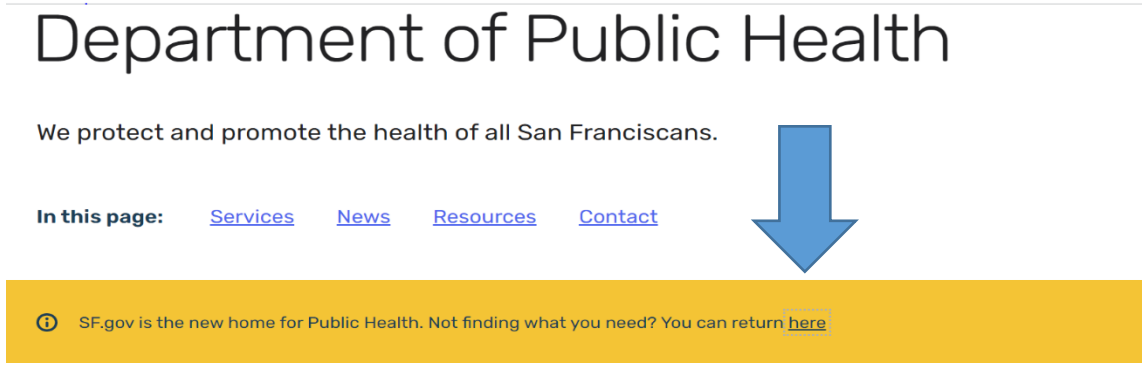
Dear User,

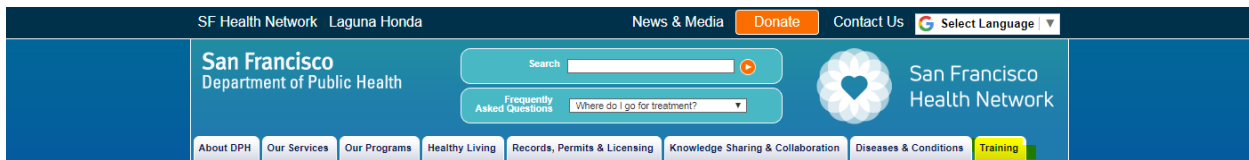**Below are the instructions for the Annual Compliance and Privacy Training.**

There are two modules to complete, one quiz to take, and two documents to electronically sign.
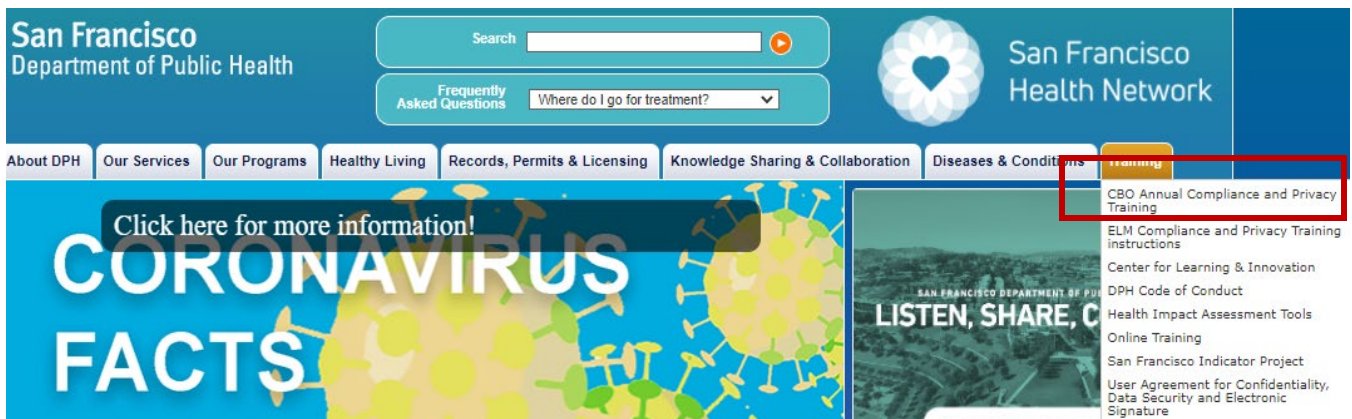
Steps:

1. **Go to www.sfdph.org. You will see this page, click the link in the yellow bar to access the training link.**

2. **You will then be taken to the old sfdph.org page. Click "Training" on the top right of the screen.**

3. **Select "CBO Compliance & Privacy Training" from the drop down.**

4. **It will bring you to this screen, and click "Enter Classroom" for Course #53xx DPH CBO Annual Compliance & Privacy Training (2022)**

5. **It will bring you to this log-in screen.**

a. If this is your **first time** using the Online Event Registration System, click button "Non-DPH Users."

   i. **First time users**: If you are have been provided a DPH e-mail address, use your DPH e-mail address. If not, use your organization address. If you do not have a work address than use your personal email address.

   ii. For CBO/Contractor Name: insert your organization name, your name or COVID for your organization.

   iii. CBO/Contractor Job title – input your job title or volunteer

Online Event Registration System **>** Register Account

Register Account

*Please choose your username and password to register with us and **DOUBLE-CHECK YOUR***

*Be sure to provide a valid email address - this will be our primary means of communicatio address is **john.smith@sfdph.org***

ID:
Username: *
Password: *
Last Name: *
First Name: *
Phone: *
E-mail: *
CBO/Contractor Name: *
CBO/Contractor Job Title: *

[Create My Account] [Back to Previous Page]

dress

b. If you cannot remember your username or password (and you have previously registered) ***DO NOT CREATE A NEW ACCOUNT****. Click "Click here to receive your password via e-mail."

   i. If this does not work please call the **DPH IT Help Desk at (628) 206-7378**.

6. Once you create a new account, log in with your new account. If you already have an account, once you log-in, you will be taken to this screen for the training.

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Event Information

Schedule #: 5082
Event Name: DPH CBO Annual Compliance & Privacy Training (2021)
Description: This course is for contractors, employees of contractors (including CBOs), volunteers, and SFGOV employees who do not have to take Compliance sharing applicable regulations and how to report compliance, ethnics or privacy concerns. The post test must be completed at 100% passing and
Program: Mandatory Compliance and Privacy Training
C.E. Charges: 0
C.E. Units: 0
Deadline: 11/01/2021
Date: 04/14/2021 - 11/01/2021

[Back to Previous Page]

Reading Materials

Download	Title ↑≐	Created On
Read Document	Annual Compliance & Privacy Training INSTRUCTIONS	03/17/2021
Read Document	Pt 1 Annual Compliance & Privacy Training	03/17/2021
Read Document	Pt 2 Annual Compliance & Privacy Training	03/17/2021
		1 - 3

Order Information

Online Quiz	Order # ↑≐	Created	Total	Order Status	C.E.U.	Enrollment Type	Date	Completed	Certificate
Take the Quiz	154091	04/07/2021	$0.00	Confirmed	-	Registration	-	Incomplete	-

Electronic Forms

View And Sign	Electronic Form Name ↑≐	Status
View and Sign	Code of Conduct	Not Signed
View and Sign	User Agreement for Confidentiality, Data Secuity and Electronic Signature	Not Signed