



Administrative Resources

<p>SF State Gateway https://gateway.sfsu.edu</p> <p>Access Employee Services to view and process HR related information. Update your public search information. Select Profile button, select Update Directory Information</p>	<p>People and Offices Search: Find your colleagues https://gatorsearch.sfsu.edu/peoplesearch</p> <p>Update your Emergency Notification information University Police Department (UPD) http://upd.sfsu.edu/ENSFAQ</p>
<p>Fiscal Affairs: Quick Links https://fiscaff.sfsu.edu/faculty_and_staff</p> <p>Resources for financial transactions: Financial Systems, Travel, Parking, Purchasing</p>	<p>Campus Memo Newsletter for faculty and staff https://campusmemo.sfsu.edu</p> <p>SF State News for Faculty and Staff http://news.sfsu.edu/faculty-staff-resources</p>

Training

<p>CSU Learn: Required assigned learning https://ds.calstate.edu/?svc=sumtotal&env=prod</p> <p>LinkedIn Learning Online Training http://linkedin.com/learning-login</p>	<p>Center for Equity and Excellence in Teaching and Learning (CEETL)</p> <p>Review CEETL workshop offerings http://ceetl.sfsu.edu</p>
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Software

<p>OnTheHub: for work-at-home computer software http://sfsu.onthehub.com</p> <p>Need Microsoft Office or statistical software? Purchase, download, install on your home computer</p>	<p>SF State Email, Calendar, Global Address List https://its.sfsu.edu/service/emailcalendar</p> <p>Log in to your email from home using a web browser https://outlook.office.com</p>
<p>Microsoft Teams: Individual and Group Chat https://its.sfsu.edu/service/teams</p> <p>Chat with a co-worker using Teams on the web https://teams.microsoft.com</p>	<p>DocuSign for Electronic Signatures https://its.sfsu.edu/service/docusign</p> <p>Review existing document templates for HR or Fiscal Affairs to learn how to streamline workflow</p>
<p>Zoom: Web and Video Conferencing https://sfsu.zoom.us</p> <p>Zoom Training Support https://tinyurl.com/sfsu-zoom</p>	<p>Qualtrics: Survey Research https://sfsu.qualtrics.com</p> <p>Use Qualtrics to build surveys, collaborate, collect and report data</p>
<p>Stay Connected using Social Media http://social.sfsu.edu/</p>	<p>Download the SF State Mobile App https://its.sfsu.edu/service/sfstatemobileapp</p>

Secure File Management

What is Confidential Data?

<https://its.sfsu.edu/content/whatconfidentialdata>

Tip: Avoid saving files locally, save all SF State files and data on our cloud storage systems. This protects your data if your computer is compromised, lost or stolen.

File storage guide

<https://its.sfsu.edu/guides/filestorage>

Ask where your office manages and stores files and data; SF State Box.com, departmental, or secure share drive.

SF State's Box.com

<https://sfsu.box.com>

For personal or group file sharing with internal and external contacts. Login using your home computer.

Security

Virtual Private Network (VPN) – Secure Computing

<https://its.sfsu.edu/service/vpn>

Secure your network connection from home, your local coffee shop, or on vacation

<https://vpn.sfsu.edu>

Two-Factor Authentication (2FA) – Protecting Data

<https://its.sfsu.edu/service/twofactorauthentication2fa>

Security Awareness Directives & Guides

<https://its.sfsu.edu/itsecurity>

Reporting spam and phishing

<https://its.sfsu.edu/service/spamandphishing>

Hardware & Software Support

ServiceNow – Request Technology Support

<https://sfsu.service-now.com/sp>

Submit and review your technology requests. You will be directed to the campus team who can provide support

Network / Wireless Guide

<https://its.sfsu.edu/guides/network-wireless>

Login to the **eduroam** or **SFState** wi-fi network with your SF State email address and password on your phone

Human Resources (HR)

<https://hr.sfsu.edu>

- HR Client Service Center: <https://sfsu.service-now.com/hrq>
- HR office: ADM 252
- Email: hrwww@sfsu.edu
- Phone: 415/338-1492

Information Technology Services (ITS)

<https://its.sfsu.edu>

- <https://sfsu.service-now.com/sp>
- Service Desk office: ADM 110
- Email: service@sfsu.edu
- Phone: 415/338-1420

Disability Programs and Resource Center (DPRC)

<https://access.sfsu.edu>

- myDPRC and Training Portal
- DPRC office: SSB 110
- Email: dprc@sfsu.edu
- Phone: 415/338-2472

Departmental IT Support

Review your departmental website for IT Support and other resources

All IT Campus Service Providers Support

- List of support providers website
- <https://its.sfsu.edu/contact>

Academic Technology (AT)

<https://at.sfsu.edu>

Academic Resources: Zoom Conferencing, iLearn, Audio/Visual, Media and Classrooms, Academic Units Desktop Support, Teaching & Learning

- Help Center: <https://athelp.sfsu.edu/hc/en-us>
- AT office: LIB 80
- Email: at@sfsu.edu
- Phone: 415/405-5555

Unit / Department IT Service Providers

- College of Health and Social Sciences (CHSS)
Phone: 415/405-3691 - <https://chss.sfsu.edu>
- Graduate College of Education (GCoE),
Phone: 415/338-7638 - <https://gcoe.sfsu.edu>
- J. Paul Leonard Library
Phone: 415/338-6005 - <https://library.sfsu.edu>
- University Advancement
Phone: 415/338-3977 - <https://advance.sfsu.edu>
- University Police Department (UPD)
Phone: 415/405-3620 - <http://upd.sfsu.edu>