



Administrative Resources

SF State Gateway
<https://gateway.sfsu.edu>

Access **Employee Services** to view and process HR related information.
Update your public search information. Select **Profile** button, select **Update Directory Information**

People and Offices Search: Find your colleagues
<https://gatorsearch.sfsu.edu/peoplesearch>

Update your **Emergency Notification** information
University Police Department (UPD)
<http://upd.sfsu.edu/ENSFAQ>

Fiscal Affairs: Quick Links
https://fisccaff.sfsu.edu/faculty_and_staff

Resources for financial transactions: Financial Systems, Travel, Parking, Purchasing

Campus Memo
Newsletter for faculty and staff
<https://campusmemo.sfsu.edu>

SF State News for Faculty and Staff
<http://news.sfsu.edu/faculty-staff-resources>

Training

CSU Learn: Required assigned learning
<https://ds.calstate.edu/?svc=sumtotal&env=prod>

Online Training / Lynda.com from LinkedIn
<http://lynda.com>

Center for Equity and Excellence in Teaching and Learning (**CEETL**)

Review CEETL workshop offerings
<http://ceetl.sfsu.edu>

Software

OnTheHub: for work-at-home computer software
<http://sfsu.onthehub.com>

Need Microsoft Office or statistical software?
Purchase, download, install on your home computer

SF State **Email, Calendar**, Global Address List
<https://its.sfsu.edu/service/emailcalendar>

Log in to your email from home using a web browser
<https://outlook.office.com>

Microsoft **Teams:** Individual and Group Chat
<https://its.sfsu.edu/service/teams>

Chat with a co-worker using Teams on the web
<https://teams.microsoft.com>

DocuSign for Electronic Signatures
<https://its.sfsu.edu/service/docusign>

Review existing document templates for HR or Fiscal Affairs to learn how to streamline workflow

Zoom: Web and Video Conferencing
<https://sfsu.zoom.us>

Review reasons to use Zoom
<http://at.sfsu.edu/blog/post/1336>

Qualtrics: Survey Research
<https://sfsu.qualtrics.com>

Use Qualtrics to build surveys, collaborate, collect and report data

Stay Connected using **Social Media**
<http://social.sfsu.edu/>

Download the **SF State Mobile App**
<https://its.sfsu.edu/service/sfstatemobileapp>

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 one of 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 Service Portal
- HR office: ADM 252
- Email: hr@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: iLearn help, Media and Classrooms, Desktop Support, Teaching & Learning

- Help Center: <https://athelp.sfsu.edu/hc/en-us>
- AT office: LIB 220
- Email: at@sfsu.edu
- Phone: 415/405-5562

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>