



## Administrative Resources

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

## Training

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

## Software

<p><b>OnTheHub:</b> for work-at-home computer software <a href="http://sfsu.onthehub.com">http://sfsu.onthehub.com</a></p> <p>Need Microsoft Office or statistical software? Purchase, download, install on your home computer</p>	<p>SF State <b>Email, Calendar</b>, Global Address List <a href="https://its.sfsu.edu/service/emailcalendar">https://its.sfsu.edu/service/emailcalendar</a></p> <p>Log in to your email from home using a web browser <a href="https://outlook.office.com">https://outlook.office.com</a></p>
<p><b>Microsoft Teams:</b> Individual and Group Chat <a href="https://its.sfsu.edu/service/teams">https://its.sfsu.edu/service/teams</a></p> <p>Chat with a co-worker using Teams on the web <a href="https://teams.microsoft.com">https://teams.microsoft.com</a></p>	<p><b>DocuSign</b> for Electronic Signatures <a href="https://its.sfsu.edu/service/docusign">https://its.sfsu.edu/service/docusign</a></p> <p>Review existing document templates for HR or Fiscal Affairs to learn how to streamline workflow</p>
<p><b>Zoom:</b> Web and Video Conferencing <a href="https://sfsu.zoom.us">https://sfsu.zoom.us</a></p> <p>Review reasons to use Zoom <a href="http://at.sfsu.edu/blog/post/1336">http://at.sfsu.edu/blog/post/1336</a></p>	<p><b>Qualtrics:</b> Survey Research <a href="https://sfsu.qualtrics.com">https://sfsu.qualtrics.com</a></p> <p>Use Qualtrics to build surveys, collaborate, collect and report data</p>
<p>Stay Connected using <b>Social Media</b> <a href="http://social.sfsu.edu/">http://social.sfsu.edu/</a></p>	<p>Download the <b>SF State Mobile App</b> <a href="https://its.sfsu.edu/service/sfstatemobileapp">https://its.sfsu.edu/service/sfstatemobileapp</a></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 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](mailto: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](mailto: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](mailto: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 80
- Email: [at@sfsu.edu](mailto: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>

