

City and County of San Francisco – Defensive Driving Course Instructions

Welcome to CCSF Employee Driver's Training

Please note you will need a computer with speakers or headphones to complete this online training.

Please follow the instructions below:

1. Go to this URL: <https://www.clicksafety.com/sfcityandcounty/>
2. In the upper left hand corner of the page, click LOGIN. You do not need to create a new account.



3. You will be prompted to enter your Username and Password
4. Your username will be as follows:
 - Username: First Initial + Last Name +6-digit Employee ID (if it begins with a zero, include the zero)
 - Password: Id# + Your 6-digit Employee ID (if it begins with a zero, include

the zero)

- Username / Password Examples: (Usernames are NOT Case Sensitive)
 - **Example Name:** Martin Smith – **Username:** msmith123456 **Password:** Id#123456
 - **Example Name:** Mary Elizabeth King-Smith – **Username:** mkingsmith12345 **Password:** Id#12345 (omitted zero in front of employee ID)
 - **Example Name:** Kenneth Howard III – **Username:** khowardIII889989 **Password:** Id#889989
- 5. When you enter your username and password for the first time, you will receive the prompt below asking you to enter a mobile phone number or email address for password recovery:

We noticed that your account doesn't have a mobile phone or an email address yet. You need to update your account with at least one.

Please note that you will need to login again once you complete this step.

Email Address

Mobile Phone

Password

SUBMIT

You can either enter a work / personal email address or work/personal cell phone number. If you're in a classroom setting, the training coordinator may instruct you to use the same information for everyone in the group.

Once you fill in this information, Click Submit, and you will need to Log in again using your Username/Password.

6. As soon as you log in, you will be able to click on the green **Start** button to begin taking your course.

NOTE: If you are questions, please email: rpdehs@sfgov.org