



HOW DO I USE THE RPD-U PORTAL?

- 1. I'm a new employee, how do I find out what trainings I need to take?**
 - a. Click the "Mandatory Training" menu option
 - b. Click on the "New Employees" dropdown
 - c. Take all these courses, and any others your supervisor identifies that are job-specific

- 2. What courses can I take as an RPD Employee?**
 - a. Click on the "Training Catalog" menu option
 - b. Click the "▼" in the "Facilitator" field to see a list of vendors or trainers
 - c. Click the "▼" in the "Course Category" or "Course Type" field to filter by specific subject areas or types of trainings
 - d. If you do not want to use the filter option, you can search for a class by typing a word in the "Course Title" field
 - e. **Note:** Both search and filter options may take a few seconds to populate
 - f. Click a page number on the bottom of the catalog to see a different page
 - g. Keep in mind that the catalog just contains the main classes staff have taken in the past, you are able to take any training that your supervisor will approve.

- 3. How do I request to take a course as an RPD Employee?**
 - a. Click on the "Training Catalog"
 - b. Directly below the first paragraph, read and follow steps 1-4
 - c. With a few approval signatures, you should be on your way!
 - d. Don't forget to keep proof of attendance so you can get credit for attending

- 4. I just completed my Safety Awareness Meeting (SAM) for the year, how do I document my training?**
 - a. Scroll to the very bottom of any page of the RPD-U Portal
 - b. Click on the "Document Your Training" icon
 - c. Complete the form
 - d. Don't forget to click "Submit"!
 - e. You will receive a confirmation email shortly
 - f. The email may go to your "junk" folder
 - g. You can use the "Document Your Training" icon to document *any* training

5. **How do I find out what Safe Work Practices (SWPs) my group needs to be trained on this year?**
 - a. Hover over the “Mandatory Training” menu option
 - b. Click on the “Safety” dropdown
 - c. Scroll down and click on [“FY18-19 Safety Awareness Meeting Matrix”](#)
 - d. Find your group and complete the SWPs, which are based on Department priorities and incidents
 - e. The *complete* list of SAMs required for regulatory compliance is also listed on the Safety page in the [“Injury and Illness Prevention Program”](#) SWP

6. **How do I find out who won the latest Vision or Values Award?**
 - a. Hover over the “Workforce Programs” menu option
 - b. Hover over the “Employee Recognition” dropdown
 - c. Click on either the Values or Vision Award side-menu
 - d. Scroll to the bottom of the page and click either link under the “Award Winners” section

7. **I see incorrect information or I want to improve the RPD-U Portal – what do I do?**
 - a. Scroll to the very bottom of any page of the RPD-U Portal
 - b. Click on the “Contact Us” icon
 - c. Complete the form (try to be as specific as possible)
 - d. Don’t forget to click “Submit”!

8. **How do I propose a new training resource that I want added to the “Resources” section of the RPD-U Portal?**
 - a. Scroll to the very bottom of any page of the RPD-U Portal
 - b. Click on the “Propose a New Training” icon
 - c. Scroll to the question: “Do you want to propose a New Training or New Training Resource?*”
 - d. Click the “▼” and select “New Training Resource”
 - e. Complete all the fields, make sure to be specific about how this resource will improve our staff.
 - f. Don’t forget to click “Submit”!

9. **What Workforce Development Programs does RPD have?**
 - a. Hover over the “Workforce Programs” menu option
 - b. Click on the “Workforce Development” dropdown
 - c. Read about the programs and click the links for more information

- 10. How do I find out if I am up-to-date on my basic mandatory trainings?**
- Click on the “Reports” menu option
 - Login to the top report with your CCSF email credentials
 - Click on the 2nd tab “Mandatory Training Requirements”
 - Check the list and pie chart to see what you still need to complete and document
- 11. I have a new employee that is going to drive on City Business, how can they take the Online Defensive Driving Training?**
- Hover over the “Mandatory Training” menu option
 - Click on the “Driving City Vehicles” dropdown
 - Scroll down and click on [“CCSF Vehicle Use Policy – Defensive Driving Click Safety Training”](#)
 - Complete the entire training
 - Don’t worry about documenting your training, your record will be updated with Peoplesoft
 - Keep the certificate for your files.
- 12. I want to take a self-paced, online excel course, where can I find one?**
- Click on the “Resources” menu option
 - Click on the “L” or scroll down to the “L” section
 - Click on “Lynda”
 - Click on “Read More”
 - Login with your SFPL library card (available to any CA resident)
 - A link to the library card application process is on the Resources page under “SF Public Library”
 - Take any excel course on Lynda.com, which is fully available to you
- 13. I’m tired of lengthy reports that don’t get to the point, with hard-to-read data visuals – help!**
- Click on the “Resources” menu option
 - Click on the “D” or scroll down to the “D” section
 - Click on “Depict Data Studio”
 - Click on “Read More”
 - Sign-up for “Soar Beyond the Dusty Shelf Report”
 - Check your email for the daily lessons
- 14. I see that there is a Resource for tuition reimbursement, but the resource takes me to a DHR webpage where I need an account. How do I get an account?**
- Contact the RPD Representative for Tuition Reimbursement – Jeffrey Bramlett
 - You can email him at Jeffrey.Bramlett@sfgov.org and just let him know you would like to start a tuition reimbursement account
 - Generally, new accounts cannot be requested in June and July as DHR closes/opens the system for the fiscal year