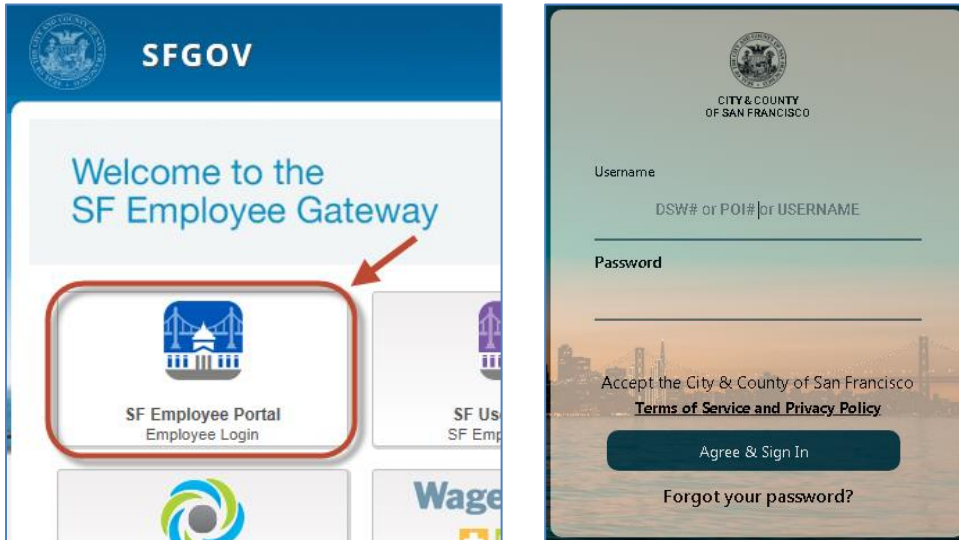
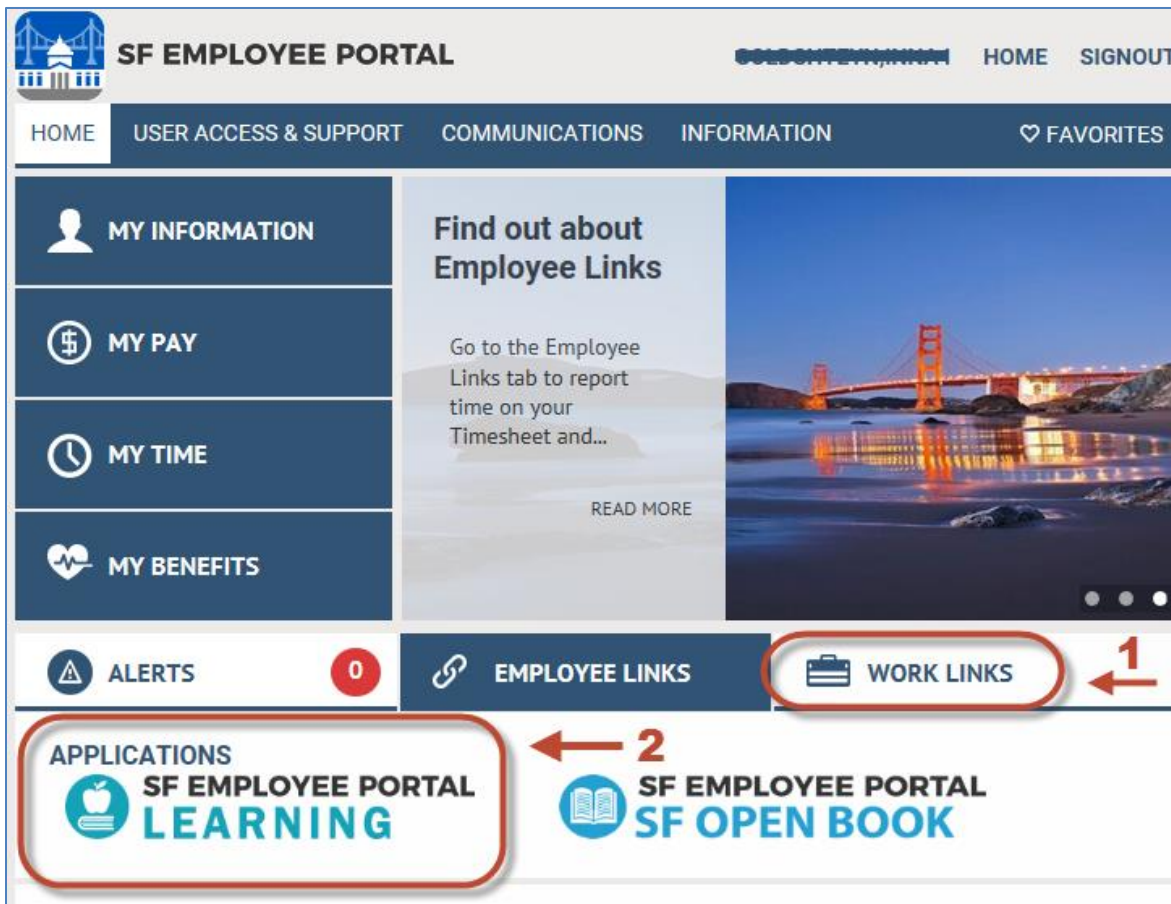


## How to Access the Implicit Bias Course

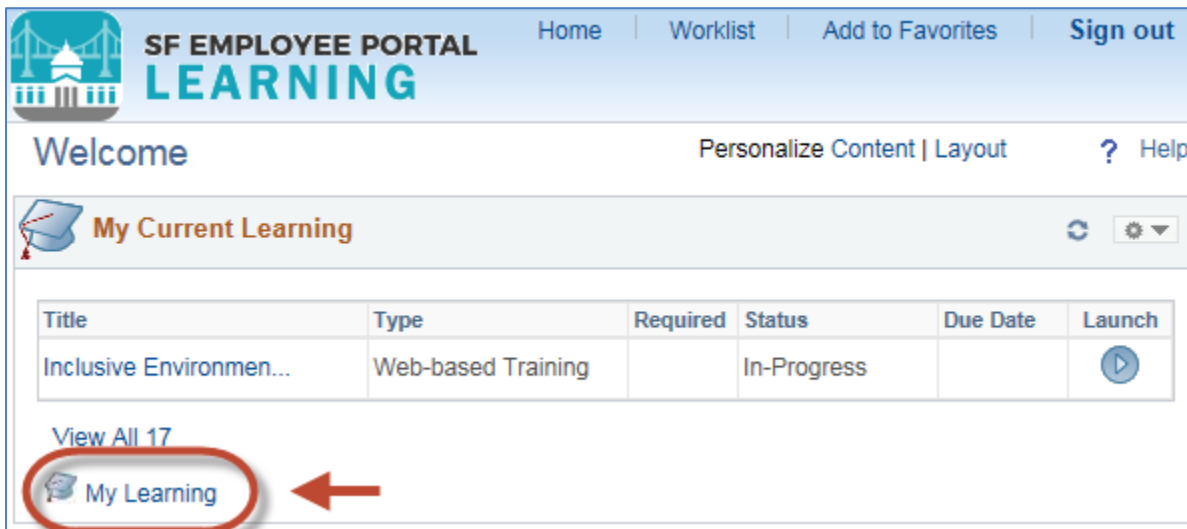
1. Open a new browser window in Chrome (there are known issues with using Internet Explorer). Go to <https://sfgov.org/sfc/employee-gateway> and click on the “SF Employee Portal” tile.
2. Log into the SF Employee Portal with your DSW number and Password.



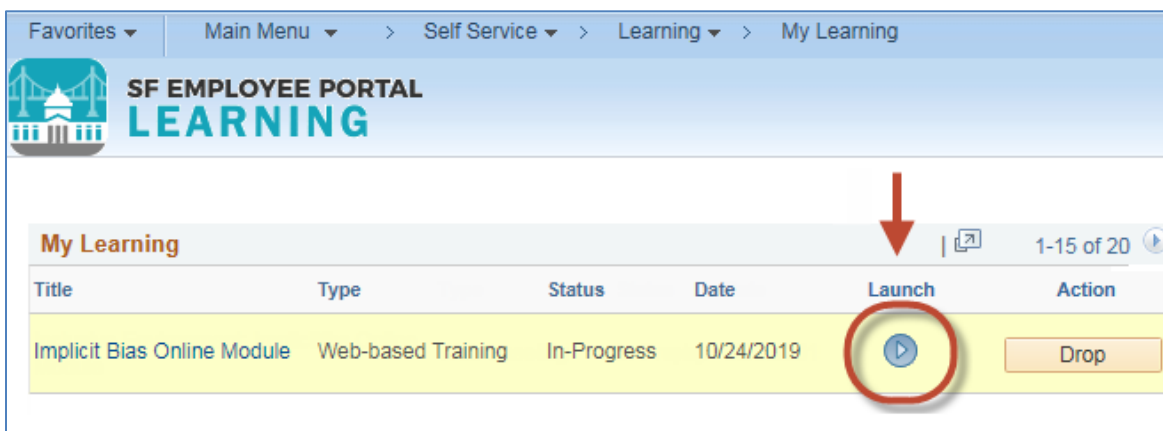
3. Click on the “Work Links” Tab. Then click on “SF Employee Portal LEARNING”.



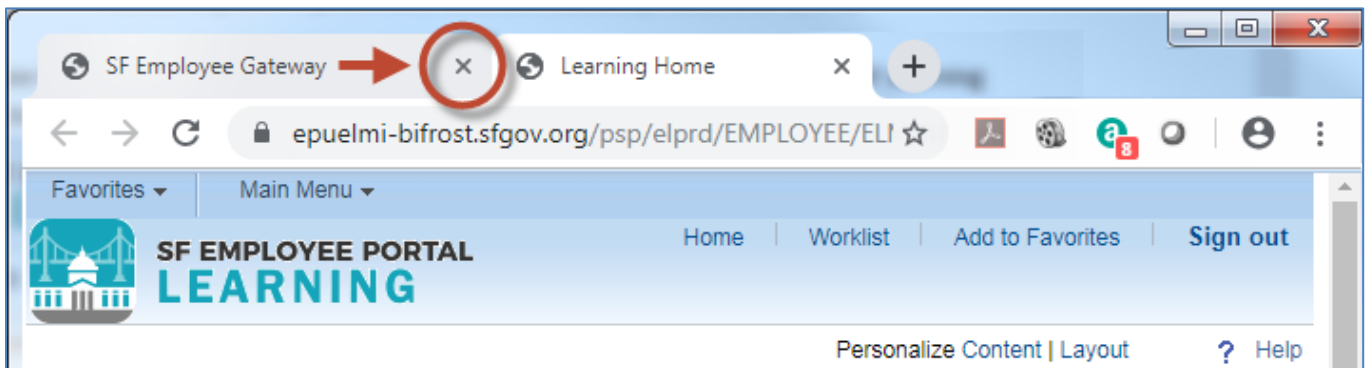
4. To see whether you have already been enrolled in the course, click on “My Learning.”



5. Locate the training listed. Click the “Launch” button to open the training. You may need to click “Launch” a second time on the next screen. A new tab will open with the training.



6. Close the “SF Employee Gateway” tab at the top of your screen before you begin the training. This will ensure your training will not time out and will record completion properly.



Now you can begin the training! Please leave yourself about 45 minutes to complete. If you have any difficulty accessing this course, please email [wd.dhr@sfgov.org](mailto:wd.dhr@sfgov.org).