

**BULLETIN** 16-147  
**DATE:** June 30, 2016  
**TO:** All Personnel  
**FROM:** Kevin Ester, Assistant Fire Chief, Support Services  
**SUBJECT:** SuccessFactors Learning for Citywide Training

All Fire/Rescue Department employees have been assigned a SuccessFactors Learning (SFL) account which must now be used to complete required City-wide training. The use of SFL by all City employees is essential to maintain tracking and reporting consistency for Citywide training initiatives.

SFL will be used solely for Citywide training. We will continue to use Target Solutions for department-specific training.

As background, SAP SuccessFactors Learning is the City's Learning Management System for Citywide learning needs and resources.

Through SuccessFactors Learning, employees can:

- Search course catalogs to register for Citywide courses such as Supervisors Academy, Appointing Authority Interview, or Discipline and Rewards training
- Launch e-learning courses
- View their Citywide training history

Access to SuccessFactors Learning is through a tab on the OneSD Portal, where employees currently manage time entry, paycheck, and benefits information. For a video with instructions on how to log in and navigate through SFL, please click on the link below:

[http://granicus.sandiego.gov/MediaPlayer.php?publish\\_id=20b64bad-259f-11e5-9422-f04da2064c43](http://granicus.sandiego.gov/MediaPlayer.php?publish_id=20b64bad-259f-11e5-9422-f04da2064c43)

Additional resources for SuccessFactors Learning are available on the Department of IT's ERP Support Website at the link below:

<http://citynet/erp/functions/hcm/successfactorstrn.shtml>

The first Citywide training to be assigned to all employees is the 2016 Mandatory IT Security Training. All employees will receive a City-wide email communication the week of July 4 with information and instructions specific to that training.

If you have any questions regarding SuccessFactors Learning, please contact Curt Glaser, HR Manager, at 619-533-4413 or via email at [cwglaser@sandiego.gov](mailto:cwglaser@sandiego.gov).