

# Non-ZSFG affiliated providers, faculty, volunteers, staff and trainees who are affiliated with UCSF

Non-ZSFG affiliated providers, faculty, volunteers, staff and trainees who are affiliated with UCSF and provide service at a DPH location (i.e.; DPH Health Center) will need to have their site coordinator / supervisor submit a [Hydra manual add template](#). You can click [here](#) to download the latest version of the ZSFG Hydra database manual add template.

If prompted, please click on enable editing (see screen shot below), then follow the instructions on the template, select **DPH** as the department and be sure to export the completed template as a CSV file and email to [zsfg.tconboarding@ucsf.edu](mailto:zsfg.tconboarding@ucsf.edu).

The screenshot shows a Microsoft Excel spreadsheet in Protected View. At the top, there is a yellow bar with the text "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." and a button labeled "Enable Editing". Below this, the spreadsheet grid is visible with columns A through K and rows 1 through 6. An orange box contains the following instructions: "UCSF UPLOAD TEMPLATE INSTRUCTIONS: In the Role field, select fellow, resident, student or visiting scholar from the drop down list (visiting scholar is defined as any visiting resident, fellow and student). Once selection is made, required fields will be highlighted. Fields shaded in light gray color are auto-calculated and do not require input. Please click the Export to CSV button to save data as a CSV file then email this CSV file to zsfg.tconboarding@ucsf.edu." Below the instructions is a table with the following columns: Role, LastName, FirstName, MI, eMailAddress, Last4SSN, DOBMM, DOBDD, DOB\_MMDD, School, and [Current PGY]. The Role column has a dropdown arrow. The DOBMM, DOBDD, and DOB\_MMDD columns are shaded light gray. The School and [Current PGY] columns are shaded light gray. A button labeled "Export to CSV" is located at the bottom right of the spreadsheet. Three red arrows point to specific elements: one points to the "Enable Editing" button (Step 1), one points to the "Export to CSV" button (Step 3), and one points to the spreadsheet grid (Step 2).

Step 1  
click on Enable Editing

Step 3  
Once the form has been filled out,  
click the Export to CSV button

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1	2	3	4	5	6					
Role	LastName	FirstName	MI	eMailAddress	Last4SSN	DOBMM	DOBDD	DOB_MMDD	School	[Current PGY]

Step 2  
Fill out spreadsheet columns. Mandatory  
columns will be in orange highlight.

Please note that for **DPH Epic access**, in addition to being added to Hydra **you will also need to submit the DPH Epic onboarding template after** the DPH AD account and **POI number has been assigned** in Hydra. Please [click here](#) for additional information on the [DPH Epic onboarding template](#).