

Non-ACGME and visiting trainees into Hydra

Non-ACGME and visiting trainees may not be in the automated MedHub feed, therefore the department's trainee administrator (TA) will need to submit a [Hydra manual add template](#). The TAs should have access to the ZSFG TA box folder where the manual add template and numerous other TA onboarding info is located. You can also 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 to export the completed template file as a CSV and email to zsfg.tconboarding@ucsf.edu.**

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A3

Step 1
click on Enable Editing

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

Export to CSV

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.

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

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

Please check the Hydra trainee file in [UCSF Box](#) or the [Hydra match file](#) to confirm the information has been added to Hydra and to verify POI number and DPH Active Directory (AD) account info.

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](#).