



Accessing ServSafe.com through the CNIC Navy portal

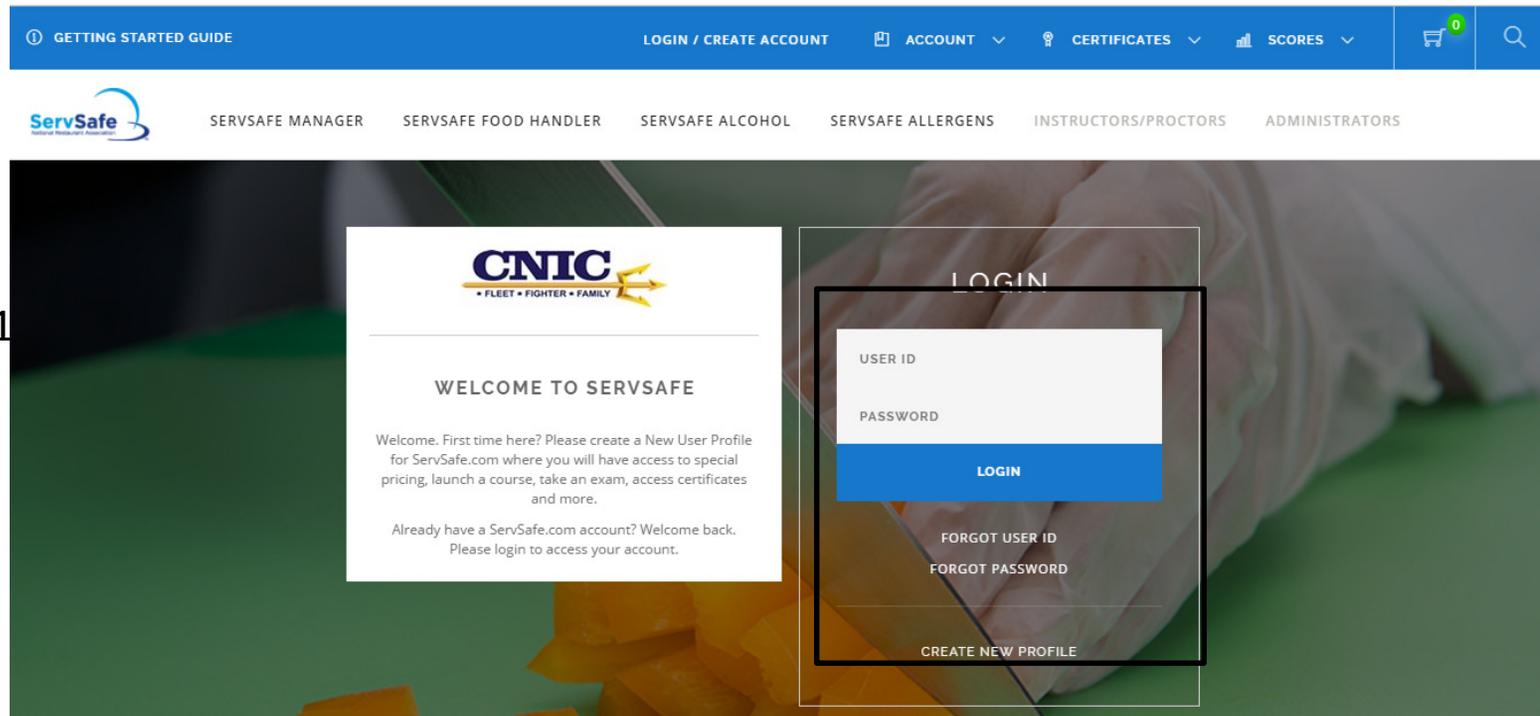
- If you are an existing user to ServSafe.com (i.e. you have a current ServSafe username and password) and currently work for the United States Navy, please follow the instructions below to access ServSafe.com through the CNIC Navy specific portal.
- To reach the portal, access the G2 by inserting the link below into the browser URL and on the right hand side of the page you will see Quick Links and under that heading is the hyperlink to access the portal.

<https://g2.cnic.navy.mil/tscnichq/N9/N92/N23D/default.aspx?>

CNIC Navy Portal, Existing SS.com User

**You are now in the CNIC Navy portal homepage.

1. Type in your current **USER ID** and **PASSWORD**



The screenshot displays the CNIC Navy Portal homepage. At the top, there is a blue navigation bar with the following items: 'GETTING STARTED GUIDE' (with an information icon), 'LOGIN / CREATE ACCOUNT', 'ACCOUNT' (with a dropdown arrow), 'CERTIFICATES' (with a dropdown arrow), 'SCORES' (with a dropdown arrow), a shopping cart icon with a '0' notification, and a search icon. Below the navigation bar is a horizontal menu with the ServSafe logo on the left and the following links: 'SERVSAFE MANAGER', 'SERVSAFE FOOD HANDLER', 'SERVSAFE ALCOHOL', 'SERVSAFE ALLERGENS', 'INSTRUCTORS/PROCTORS', and 'ADMINISTRATORS'. The main content area features a large background image of hands in a white uniform. On the left, a white box contains the CNIC logo (with the tagline 'FLEET • FIGHTER • FAMILY') and a 'WELCOME TO SERVSAFE' message. The message reads: 'Welcome. First time here? Please create a New User Profile for ServSafe.com where you will have access to special pricing, launch a course, take an exam, access certificates and more.' and 'Already have a ServSafe.com account? Welcome back. Please login to access your account.' On the right, a 'LOGIN' form is highlighted with a black border. The form includes input fields for 'USER ID' and 'PASSWORD', a blue 'LOGIN' button, and links for 'FORGOT USER ID', 'FORGOT PASSWORD', and 'CREATE NEW PROFILE'. A large number '1' is positioned to the left of the login form.

CNIC Navy Specific Data Fields

2. Choose the appropriate option from the drop down boxes and then click “Submit”.

The screenshot shows the ServSafe Manager interface. At the top, there is a blue navigation bar with the following items: a help icon and 'GETTING STARTED GUIDE', a star icon and 'CNIC', a document icon and 'WELCOME LESLIE', a key icon and 'CERTIFICATES', and a bar chart icon and 'SCORES'. Below this is a white navigation bar with the ServSafe logo and several menu items: 'SERVSAFE MANAGER', 'SERVSAFE FOOD HANDLER', 'SERVSAFE ALCOHOL', 'SERVSAFE ALLERGENS', 'INSTRUCTORS/PROCTORS', and 'ADMINISTRATORS'. The main content area features a callout box on the left with the title 'CNIC' and the text: 'It is critical that you enter this information correctly. Accurate information is required to report back to your organization that you have successfully completed your food safety and responsible alcohol service training'. To the right of the callout box is a form with five dropdown menus: 'FUNDING TYPE:' (APF), 'EMPLOYEE TYPE:' (ACTIVE DUTY-OFFICER), 'REGION:' (NAVY DISTRICT WASHINGTON), 'ACTIVITY BUSINESS CHANNEL:' (CLUB), and 'INSTALLATIONS:' (N32778 CFA CHINHAE). A blue 'SUBMIT' button is located at the bottom right. A large black arrow with the number '2' points to the dropdown menus, indicating the step to select options.

Portal Activity page

3. You have now reached the portal activity page where you can choose several different options:

- Purchase ServSafe Materials at a discounted price
- Take an Online Course
- Take an Online Exam
- Access Instructor/Proctor Resources

GETTING STARTED GUIDE CNIC WELCOME CNIC CERTIFICATES SCORES

ServSafe SERVSAFE MANAGER SERVSAFE FOOD HANDLER SERVSAFE ALCOHOL SERVSAFE ALLERGENS INSTRUCTORS/PROCTORS ADMINISTRATORS

WELCOME TO SERVSAFE

HOME / CNIC

CNIC COMMANDER, NAVAL INSTALLATIONS COMMAND
• FLEET • FIGHTER • FAMILY

Purchase Course or Exam

- SERVSAFE MANAGER
- SERVSAFE FOOD HANDLER
- SERVSAFE ALCOHOL
- SERVSAFE ALLERGENS

For Students

- TAKE ONLINE COURSE
- TAKE ONLINE EXAM
- CHECK YOUR EXAM SCORE
- PRINT MY CERTIFICATE
- MY ACCOUNT

For Administrators

- CERTIFY YOUR TEAM
- PURCHASE COURSE AND EXAM MATERIALS
- ASSIGN COURSES AND TRACK STUDENTS
- ACCESS MY EXAM ACCESS CODES

For Proctors

- PROCTOR SERVICES
- BECOME A PROCTOR
- SCHEDULE EXAM SESSIONS
- SUBMIT ONLINE EXAM FOR GRADING

CNIC POCs

CNIC

Brennan Hurley CEC, FMP

MWR F & B Management & Program Analyst

Commander, Navy Installations Command (CNIC-HQ)

Email: brennan.hurley@navy.mil

w 202 433-9145 | c 240 263-5931

Leslie Alexander Paffe | Strategic Channel Sales Manager

National Restaurant Association

175 W. Jackson, Suite #1500 | Chicago, IL 60604

P: 615-828-1995 | E: lpaffe@restaurant.org

Restaurant.org | ServSafe.com