



Accessing ServSafe.com through the CNIC Navy portal

- If you are a new user to ServSafe.com (i.e. you do not 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 New ServSafe.com User

1. Click “[Create New Profile](#)”

The screenshot displays the ServSafe.com website interface. At the top, a blue navigation bar contains the following elements from left to right: a 'GETTING STARTED GUIDE' link with an information icon, a 'CNIC' link with a star icon, a 'WELCOME CNIC' dropdown menu with a document icon, a 'CERTIFICATES' dropdown menu with a key icon, a 'SCORES' dropdown menu with a bar chart icon, 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 several category 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 lab coat. On the left, a white box contains the CNIC logo (with the tagline 'FLEET • FIGHTER • FAMILY') and a 'WELCOME TO SERVSAFE' section. This section includes a welcome message for new users and a message for returning users. On the right, a white box contains a 'LOGIN' form with input fields for 'USER ID' and 'PASSWORD', a blue 'LOGIN' button, and links for 'FORGOT USER ID' and 'FORGOT PASSWORD'. At the bottom of this box is a 'CREATE NEW PROFILE' button, which is highlighted with a black rectangular border. A large black arrow points from the right side of the page towards this button.

Creating new profile

Please use Installation Address as "Street Address" below

2. Fill out the required information using your work address
3. Create a **Username** and **Password** (make sure to write it down for future use)
4. Click "**Register**"

NEW USER REGISTRATION

Are you an **EXISTING USER** or a **TAX-EXEMPT ENTITY**?

FIRST NAME

M.I.

LAST NAME

TITLE

COMPANY NAME

COUNTRY

STREET ADDRESS

CITY, STATE, ZIP

USERNAME

EMAIL

EMAIL

PASSWORD

REPEAT PASSWORD

PHONE

FAX

SECRET QUESTION

SECRET ANSWER

Checking your score?

You must enter your Exam Session Number to check your score. Enter your name exactly as you did on your exam answer sheet.

EXAM SESSION

REGISTER

CNIC Navy Specific Data Fields

5. You will now be prompted to fill out the five CNIC Navy specific data fields. Click “**Submit**”.

****PLEASE NOTE: You will not be able to move forward until all data fields are completed.** You will only have to fill this information out the first time you log into ServSafe.com through the portal.

The screenshot shows the ServSafe.com interface for the CNIC form. The top navigation bar includes 'GETTING STARTED GUIDE', 'CNIC', 'WELCOME LESLIE', 'CERTIFICATES', and 'SCORES'. Below the navigation bar, the 'ServSafe' logo is followed by menu items: 'SERVSAFE MANAGER', 'SERVSAFE FOOD HANDLER', 'SERVSAFE ALCOHOL', 'SERVSAFE ALLERGENS', 'INSTRUCTORS/PROCTORS', and 'ADMINISTRATORS'. The main content area features a 'CNIC' section with a warning message: '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 this message 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 below the form, highlighted with an orange border. A black arrow labeled 'Submit' points to the button from the right. A large black bracket on the right side of the form groups the five dropdown menus.

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

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