

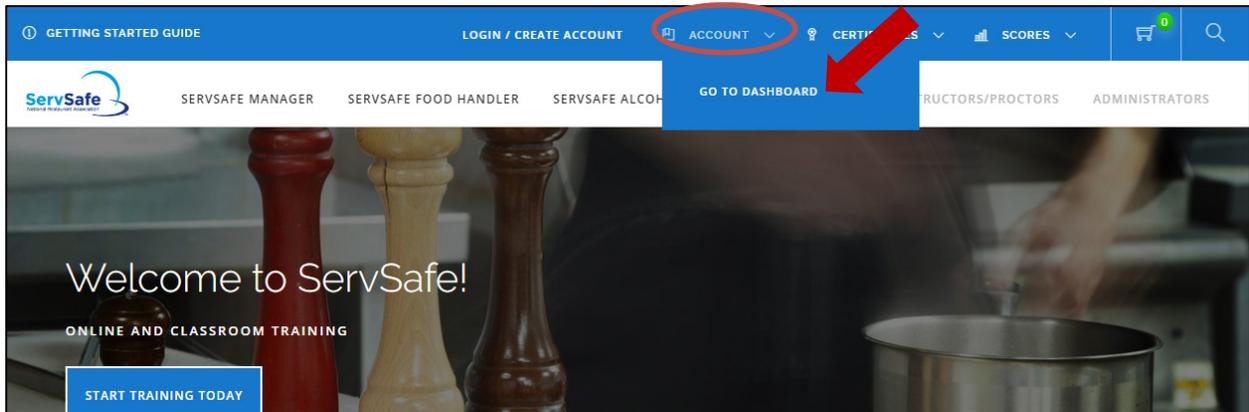
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# ServSafe® Food Safety

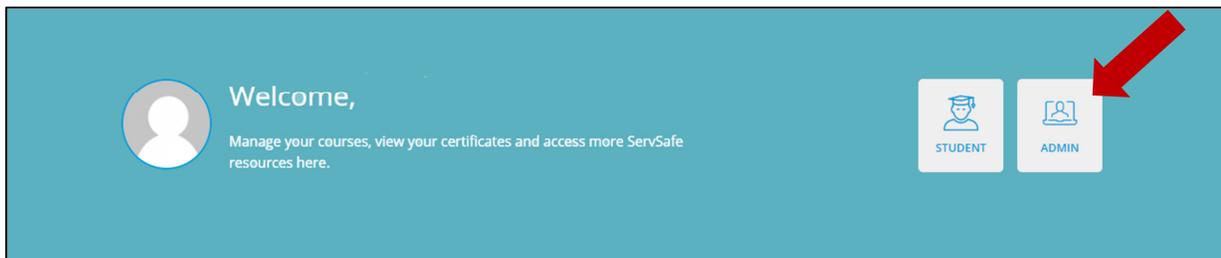
## Assigning Online Courses

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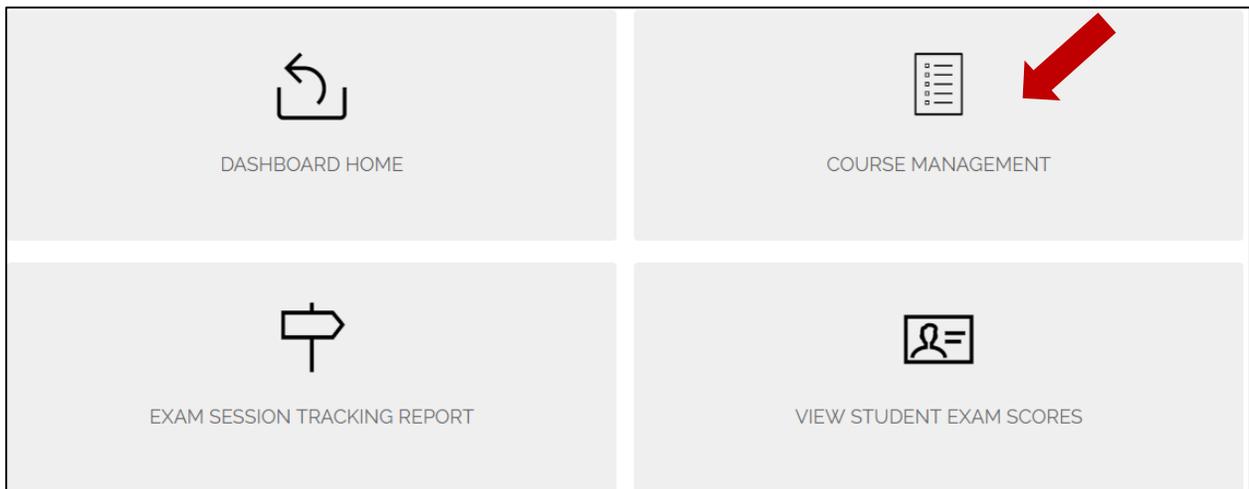
You must purchase the course first. Once you have purchased the course, you can assign it through Course Management. Login with your User ID and Password. Hover over the arrow for **“My Account”**. Click on **“Go To Dashboard”**.



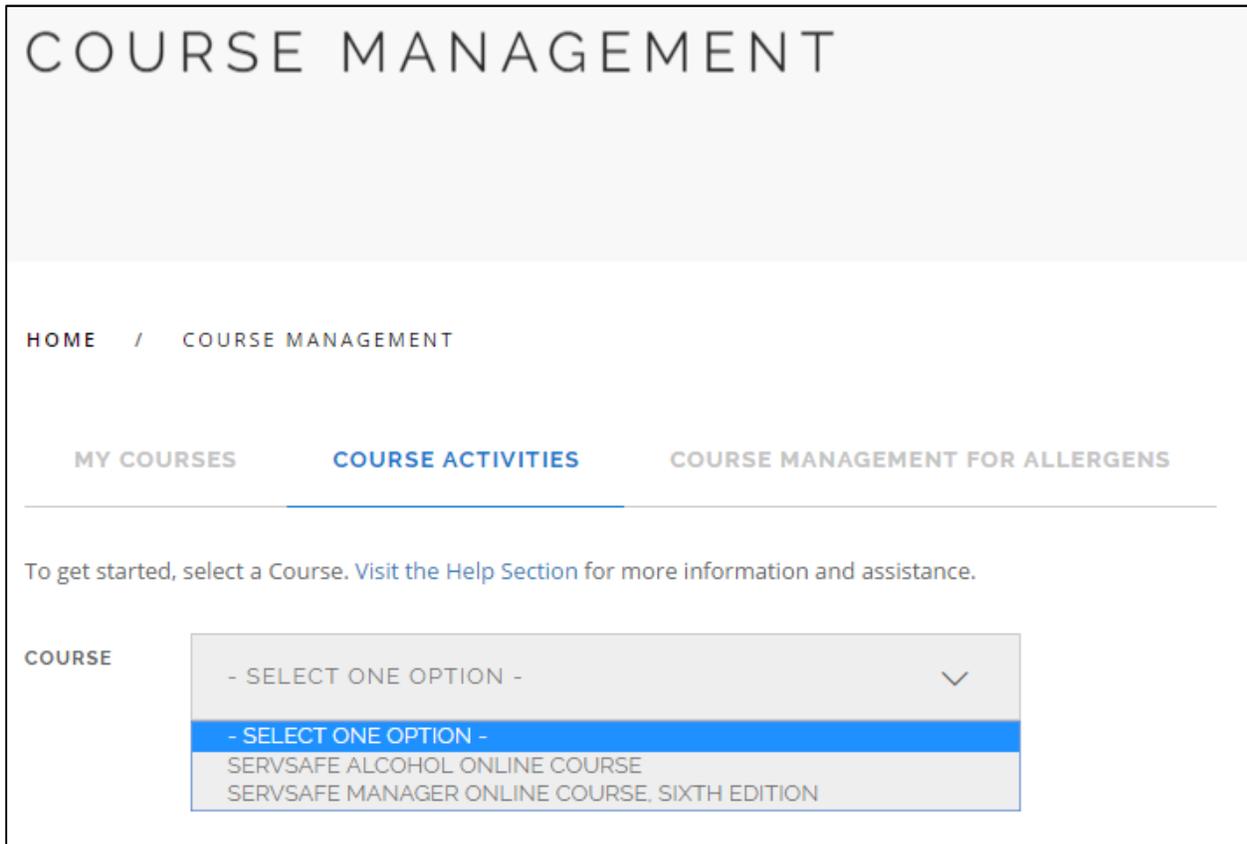
Click the icon for **“Admin”**.



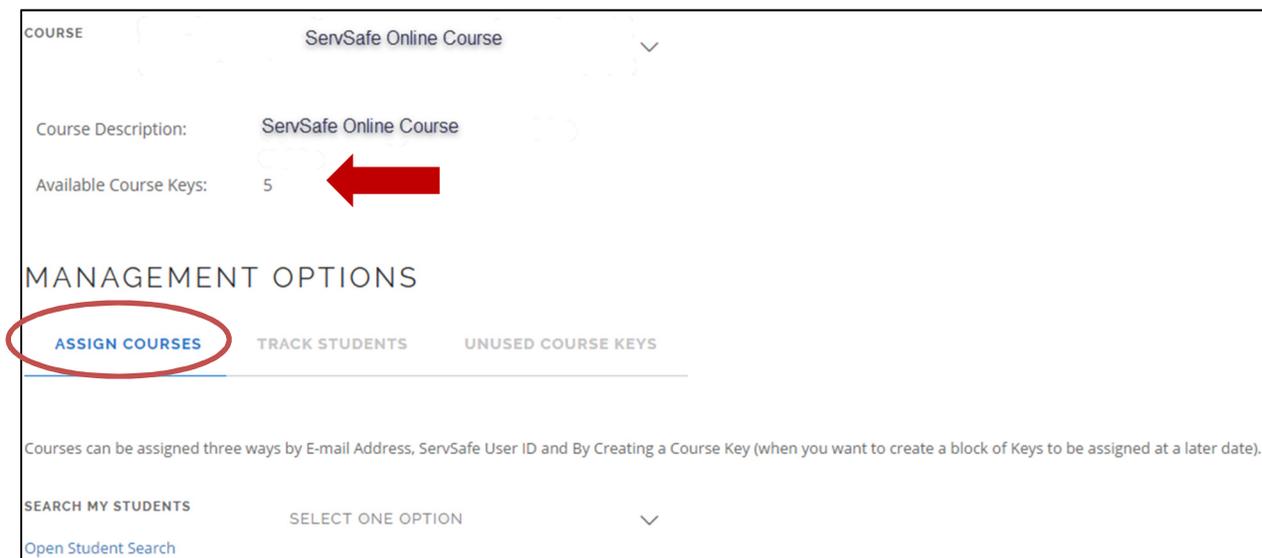
Select the **“Course Management”** box.



On the Course Management page, select the course you wish to assign from the dropdown menu. For example, ServSafe Manager Online Course, ServSafe Alcohol Online Course or ServSafe Food Handler Online Course. If you wish to assign the ServSafe Allergens online course, click on Course Management for Allergens and follow the rest of the steps below.



Once you pick a course, you will see the number of course keys you have available to assign. To assign courses, go to the “Assign Courses” tab under “Management Options”.



There are three ways you can assign the course:

- By E-mail Address
- ServSafe User ID
- By Creating a Course Key

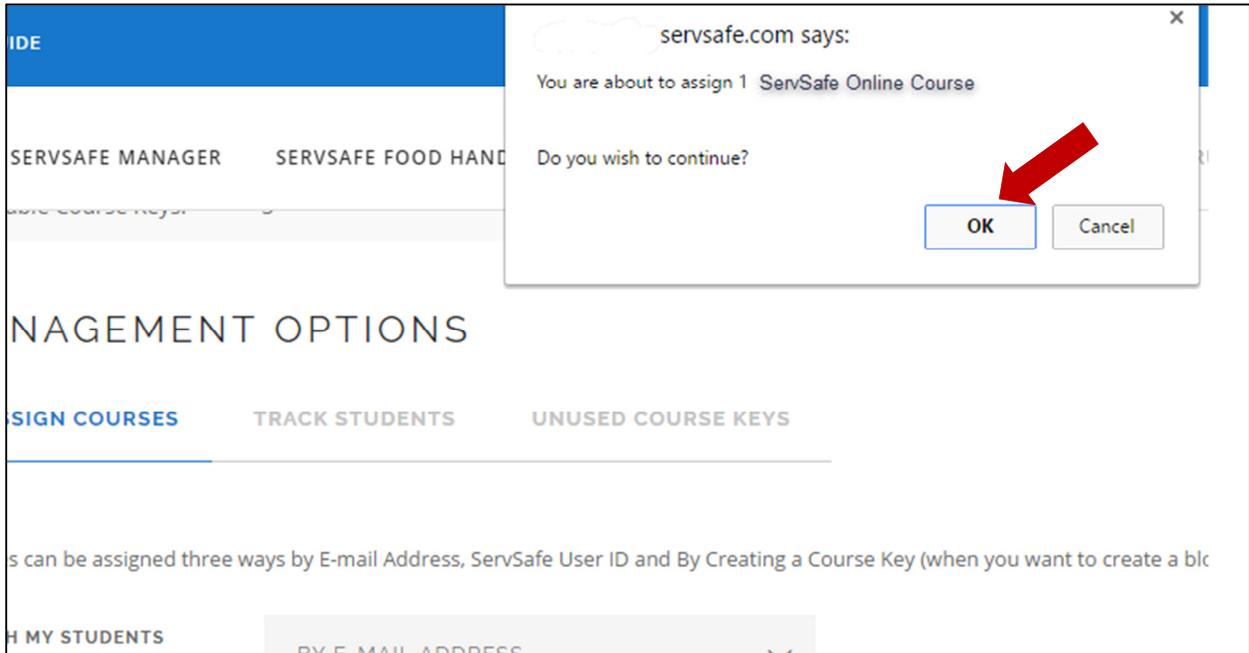
Select drop-down menu for assigning course options.

The screenshot shows the 'MANAGEMENT OPTIONS' section of a web application. At the top, there are tabs for 'ASSIGN COURSES', 'TRACK STUDENTS', and 'UNUSED COURSE KEYS'. Below the tabs, a text box explains that courses can be assigned by E-mail Address, ServSafe User ID, or by creating a Course Key. A dropdown menu is open, showing four options: 'SELECT ONE OPTION' (highlighted in blue), 'BY E-MAIL ADDRESS', 'BY SERVSAFE USER ID', and 'CREATE COURSE KEY(S)'. A red arrow points to the dropdown menu.

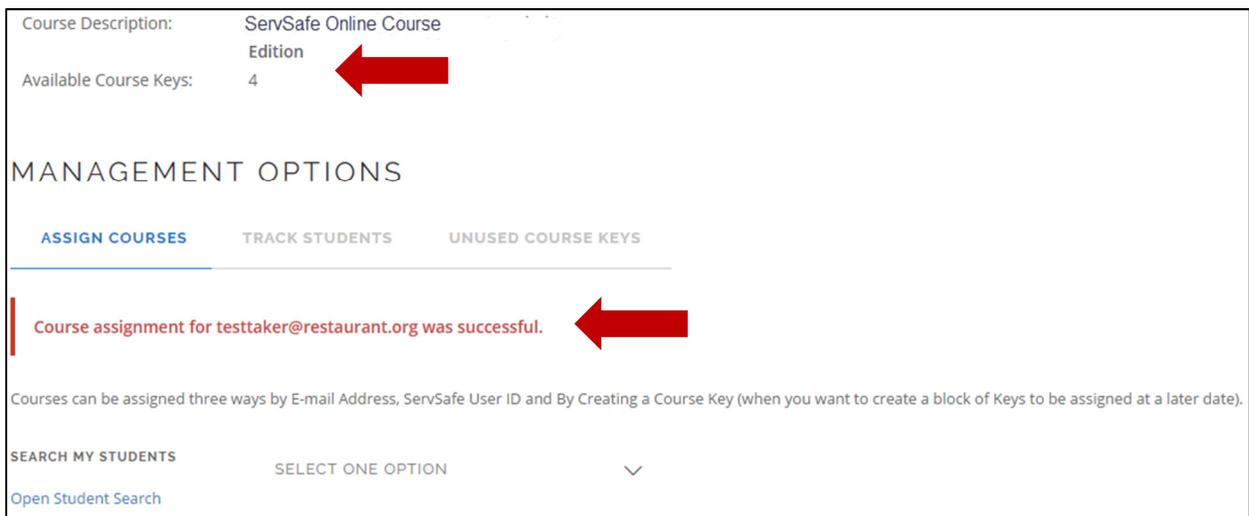
To assign courses by email address, select **“By E-mail Address”**. Enter the Email address for the individual who intends on taking the course, select **“Assign”**.

The screenshot shows the 'MANAGEMENT OPTIONS' section of a web application. The 'ASSIGN COURSES' tab is selected. Below the tabs, a text box explains that courses can be assigned by E-mail Address, ServSafe User ID, or by creating a Course Key. A dropdown menu is open, showing four options: 'BY E-MAIL ADDRESS' (circled in red), 'BY SERVSAFE USER ID', 'CREATE COURSE KEY(S)', and 'SELECT ONE OPTION'. Below the dropdown, there is a text input field for 'E-mail Address \*' containing the text 'testtaker@restaurant.or' and a blue 'ASSIGN' button. A red arrow points to the 'ASSIGN' button. At the bottom left, there is a note: '\* indicates a required field'.

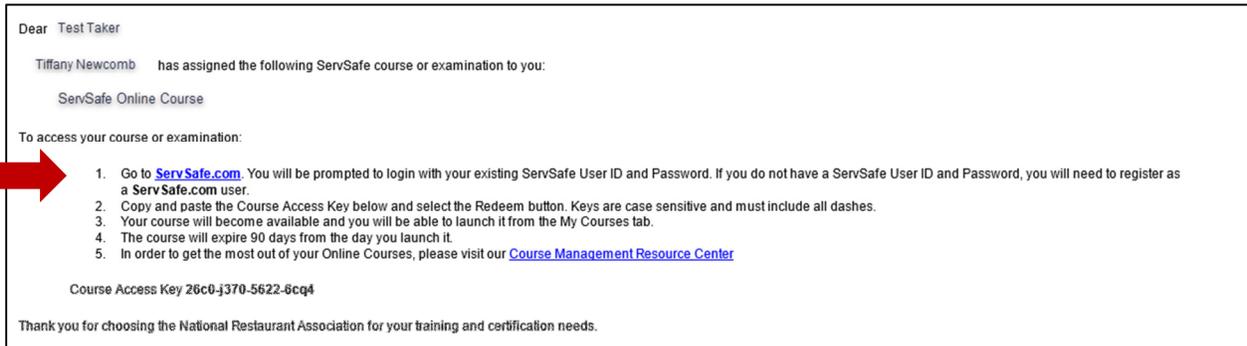
You will receive a message that you are about to assign the course and click “Ok”.



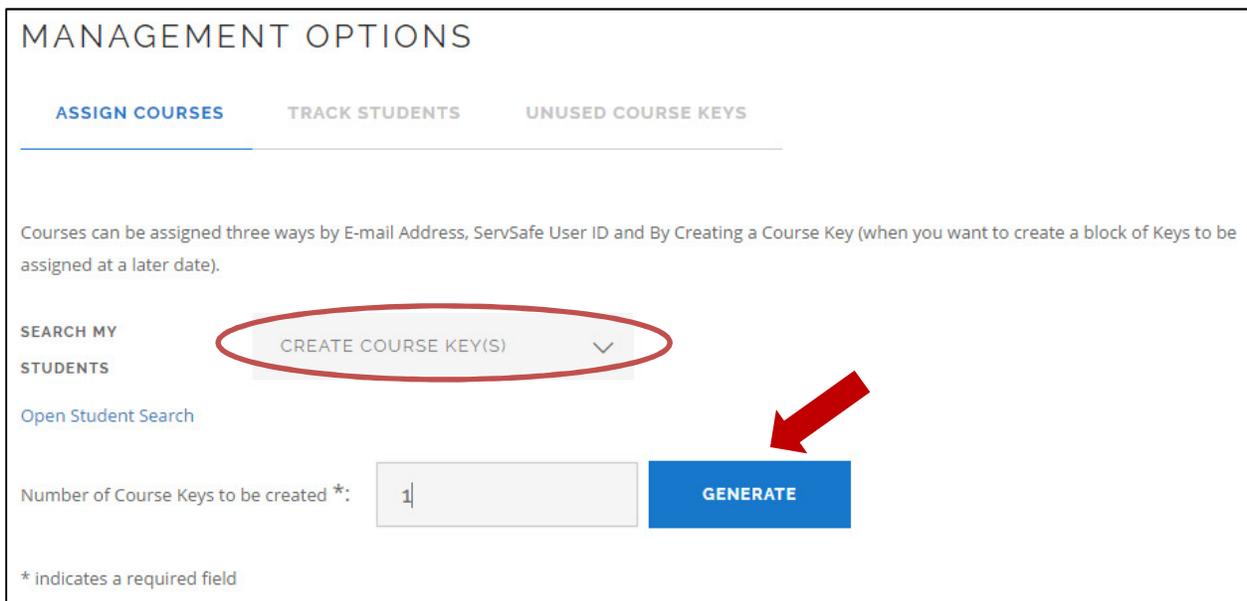
The confirmation message shows that the assignment was successful. The remaining course keys are automatically updated.



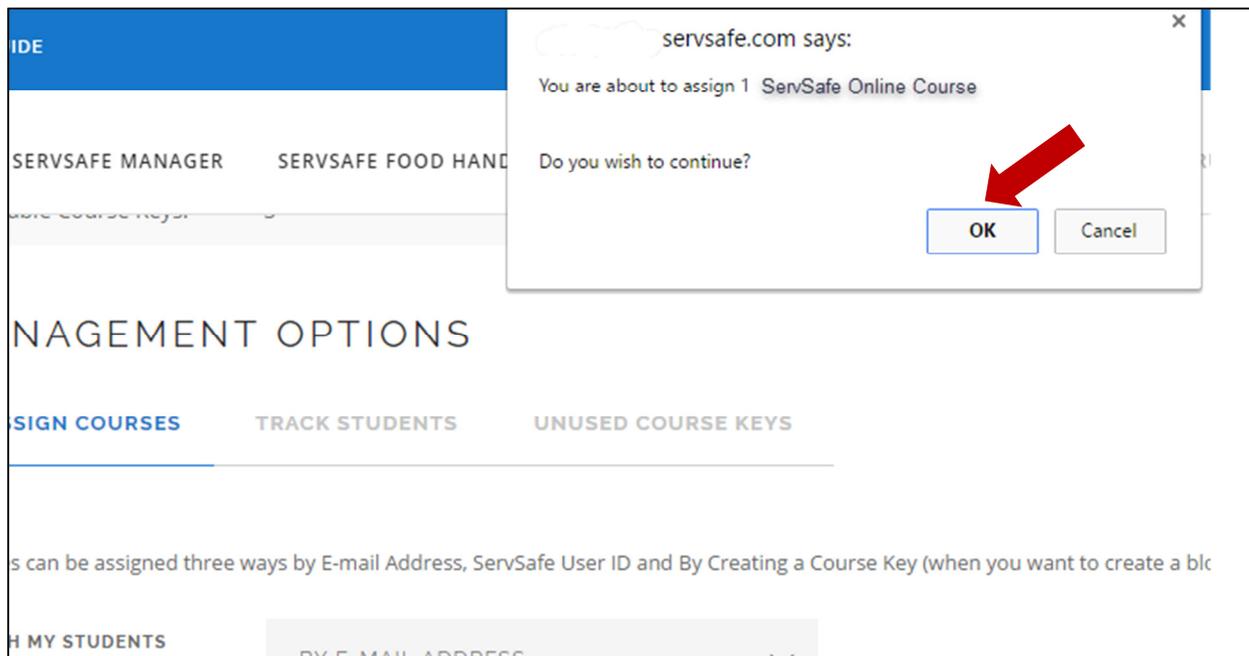
Your student will then receive an automated email with instructions on how to access the course on [www.ServSafe.com](http://www.ServSafe.com). The Student can click the link, create a User ID and password and then start the course.



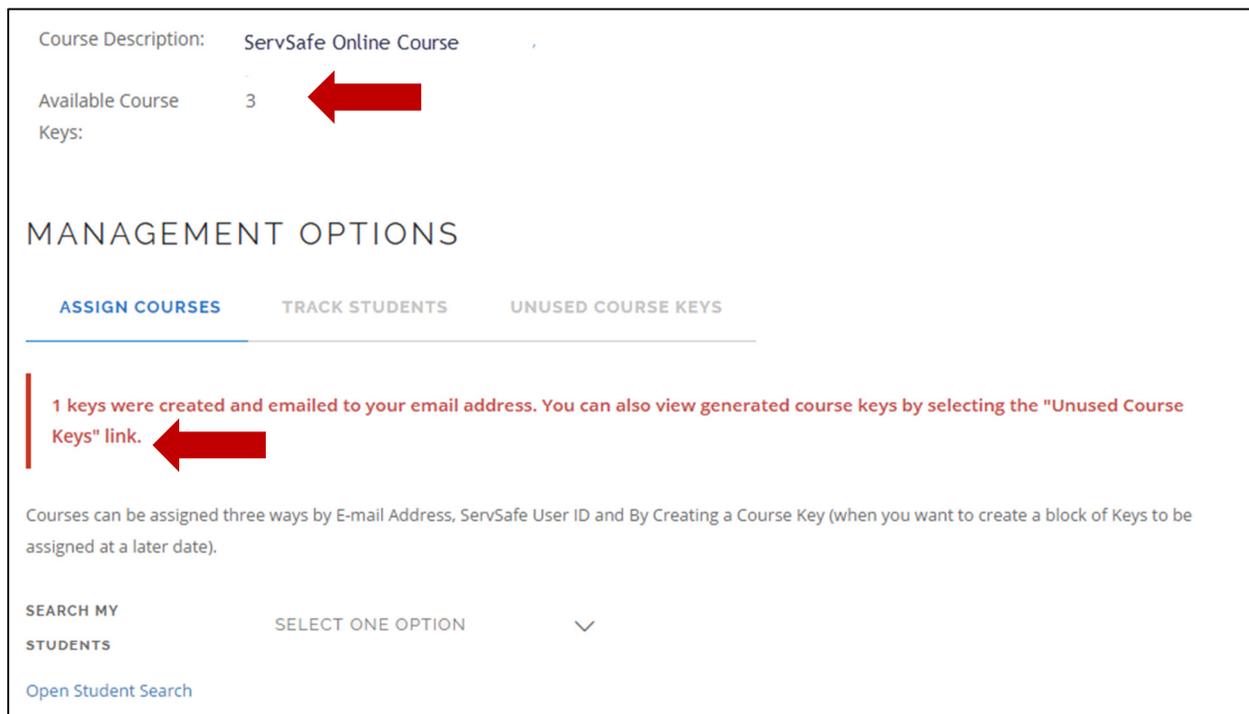
You can also assign a course key by creating course keys and distributing the keys to your students. To create course keys, select **“Create Course Key(s)”** option from the drop-down menu. Enter the amount of keys you wish to generate and select **“Generate”**.



You will receive a message that you are about to assign the course and click "Ok".



The confirmation message shows that the assignment was successful. The remaining course keys are automatically updated.



If you go to the “Unused Course Keys” tab, you will see that the number has been updated to include recently generated keys. You will find a list of the course keys with their creation and expiration dates. You can generate a report of the course keys using filters to narrow your results.

To view and save the report in Excel, click “Download File”.

MANAGEMENT OPTIONS

ASSIGN COURSES TRACK STUDENTS **UNUSED COURSE KEYS**

Unassigning a Course Key will return it to your pool of Available Course Keys.

Filter by: VIEW OLDEST COURSE KEYS ▾

GO DOWNLOAD FILE

Course Access Key	Date Created	Expiration Date	Actions
46e0-73V0-g728-6eC4	05/12/17	05/12/18	🗑️ 🔍

You can then save this report onto your computer.

	A	B	C	D
1	License Key	Date Created		
2	46e0-73V0-g728-6eC4	5/12/2017		
3				
4				
5				

As an administrator you will also receive an email with the course keys.

Dear SHANNON,

You have generated the following Course Access Keys for the [ServSafe Online Course](#) .

46e0-73V0-g728-6eC4

Visit [ServSafe.com](#) to remove, unassign and manage your Access Keys.

In order to get the most out of your Online Courses, please visit our [Course Management Resource Center](#)

If you need any assistance or have any questions, visit [Customer Assistance](#) on [ServSafe.com](#). Please see below for the National Restaurant Association contact information and business hours.

If you need further assistance, please contact the National Restaurant Association’s Service Center at 800-765-2122.