ServSafe[®] Food Safety Assigning Online Courses

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".

Welcome, Manage your courses, view your certificates and access more ServSafe resources here.	STUDENT	<u>اللار</u> 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.

COU	RSE	MANAGE	MENT				
HOME /	COURSE M	ANAGEMENT					
MY COUR	MY COURSES COURSE ACTIVITIES COURSE MANAGEMENT FOR ALLERGENS						
To get started, select a Course. Visit the Help Section for more information and assistance.							
COURSE	- SELE	CT ONE OPTION -		\sim			
	- SELEC SERVS/ SERVS/	CT ONE OPTION - AFE ALCOHOL ONLINE COURS AFE MANAGER ONLINE COURS	E E, SIXTH EDITION				

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".

COURSE	ServSafe Online Course 🗸
Course Description:	ServSafe Online Course
Available Course Keys:	
MANAGEMEN	TOPTIONS
ASSIGN COURSES	TRACK STUDENTS UNUSED COURSE KEYS
Courses can be assigned three	ways by E-mail Address, ServSafe User ID and By Creating a Course Key (when you want to create a block of Keys to be assigned at a later date).
SEARCH MY STUDENTS	SELECT ONE OPTION
Open Student Search	

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.

COURSE	ServSafe Online Course
Course Description:	ServSafe Online Course
Available Course Keys:	5
MANAGEME	NT OPTIONS
ASSIGN COURSES	TRACK STUDENTS UNUSED COURSE KEYS
Courses can be assigned th	ree ways by E-mail Address, ServSafe User ID and By Creating a Course Key (when you want to create a block of Keys to be assigned at a later date)
SEARCH MY STUDENTS Open Student Search	SELECT ONE OPTION
	SELECT ONE OPTION
	BY E-MAIL ADDRESS BY SERVSAFE USER ID CREATE COURSE KEY(S)

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".

MANAGEME	NT OPTIONS						
ASSIGN COURSES	TRACK STUDENTS	UNUSED COURS	SE KEYS				
Courses can be assigned th	nree ways by E-mail Address, Ser	vSafe User ID and By	Creating a C	Course Key (when)	you want to creat	e a block of Keys t	o be assigned at a later date
SEARCH MY STUDENTS Open Student Search	BY E-MAIL ADDRE	ss	Ň				
E-mail Address *:	sttaker@restaurant.or	ASSIGN					
* indicates a required field							

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

IDE	Servsafe.com says: You are about to assign 1 ServSafe Online Course
SERVSAFE MANAGER SERVSAFE FOOD HAND	Do you wish to continue?
NAGEMENT OPTIONS	
SIGN COURSES TRACK STUDENTS	UNUSED COURSE KEYS
s can be assigned three ways by E-mail Address, Serv	/Safe User ID and By Creating a Course Key (when you want to create a blc
H MY STUDENTS	\$

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

Course Description:	ServSafe Online Course
	Edition
Available Course Keys:	4
MANAGEMENT	T OPTIONS
ASSIGN COURSES	TRACK STUDENTS UNUSED COURSE KEYS
Course assignment for te	sttaker@restaurant.org was successful.
•	
Courses can be assigned three v	ways by E-mail Address, ServSafe User ID and By Creating a Course Key (when you want to create a block of Keys to be assigned at a later date).
SEARCH MY STUDENTS	SELECT ONE OPTION
Open Student Search	

Your student will then receive an automated email with instructions on how to access the course on <u>www.ServSafe.com</u>. The Student can click the link, create a User ID and password and then start the course.

Dear Test Taker
Tiffany Newcomb has assigned the following ServSafe course or examination to you:
ServSafe Online Course
To access your course or examination:
 Go to <u>Serv Safe.com</u>. You will be prompted to login with your existing ServSafe User ID and Password. If you do not have a ServSafe User ID and Password, you will need to register as a Serv Safe.com user. Copy and paste the Course Access Key below and select the Redeem button. Keys are case sensitive and must include all dashes. Your course will become available and you will be able to launch it from the My Courses tab. The course will expire 90 days from the day you launch it. In order to get the most out of your Online Courses, please visit our <u>Course Management Resource Center</u> Course Access Key 26c0-j370-5622-6cq4 Thank you for choosing the National Restaurant Association for your training and certification needs.

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".

MANAGEMEN	NT OPTIONS			
ASSIGN COURSES	TRACK STUDENTS	UNUSED COURSE KEYS		
Courses can be assigned thr assigned at a later date).	ee ways by E-mail Address, Ser	vSafe User ID and By Creating a	Course Key (when you wa	int to create a block of Keys to be
SEARCH MY STUDENTS	CREATE COURSE KEY(S			
Open Student Search				
Number of Course Keys to b	e created *: 1	GENEI	RATE	
* indicates a required field				

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

IDE	Servsafe.com says: You are about to assign 1 ServSafe Online Course
SERVSAFE MANAGER SERVSAFE FOOD HAND	Do you wish to continue?
NAGEMENT OPTIONS	
SIGN COURSES TRACK STUDENTS	UNUSED COURSE KEYS
s can be assigned three ways by E-mail Address, Serv	Safe User ID and By Creating a Course Key (when you want to create a blc
H MY STUDENTS	2

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

Course Description:	ServSafe Online Course
Available Course Keys:	3
MANAGEME	INT OPTIONS
ASSIGN COURSES	TRACK STUDENTS UNUSED COURSE KEYS
1 keys were created Keys" link.	and emailed to your email address. You can also view generated course keys by selecting the "Unused Course
Courses can be assigned t assigned at a later date).	hree ways by E-mail Address, ServSafe User ID and By Creating a Course Key (when you want to create a block of Keys to be
SEARCH MY STUDENTS	SELECT ONE OPTION
Open Student Search	

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".

MANAGE	MANAGEMENT OPTIONS						
ASSIGN COU	JRSES TRACK STUDENTS	UNUSED COURSE KEYS					
Unassigning a Cou	irse Key will return it to your pool of Availab	le Course Keys.					
Filter by:	VIEW OLDEST COURSE KEYS \checkmark			GO	DOWNLOAD FILE		
Course Access K	ey	Date Created	Expiration Date		Actions		
46e0-73V0-g728-	6eC4	05/12/17	05/12/18		ê Q		

You can then save this report onto your computer.

	Α	В	С	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 <u>Serv Safe.com t</u> o 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 Serv Safe.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.