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# ServSafe® Manager Resources

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## ServSafe Manager Features and Benefits

Every day, improper food handling threatens your bottom line. So it is critical to ensure that all food service managers fully understand what must be done to handle and prepare food safely. Here's how the ServSafe program will help you achieve that objective.

## Determining What Is Required In Your Location

Overview of the ServSafe Regulatory Map and what training and certification is required in your jurisdiction. This [video](#) will demonstrate how to use the ServSafe Regulatory Map.

## Benefits of Online Training

The ServSafe® Manager Online is a convenient and easy training solution that prepares managers to keep food safe in today's busy restaurant environments.






## Online Training Best Practices

Tips to help you get the most out of your online training and testing experience.







## How to get started with the ServSafe Manager Online Program

High level overview describing the steps to get started with ServSafe Online












### **Step 1: Accessing ServSafe, Purchasing ServSafe Manager Training and Examination Materials**

Resource	Who is this for?	How To Document	Video Demonstration
Creating an account on ServSafe.com	Anyone accessing ServSafe programs		
Purchasing ServSafe Textbooks and Exams	Anyone purchasing ServSafe Products		
Purchasing ServSafe Manager Online Course	Anyone purchasing ServSafe Products		
Purchasing ServSafe Manager Online Exam	Anyone purchasing ServSafe Products		
Accessing Online Exam Access Codes	Anyone purchasing ServSafe Products		



## Step 2: Using the ServSafe Manager Online Course

Resource	Who is this for?	How To Document	Video Demonstration
Online Course Management System Overview	Administrators		
Assigning ServSafe Manager Online Courses	Administrators		
Tracking ServSafe Manager Online Courses	Administrators		
Taking a ServSafe Manager Online Course	Students		


## Step 3: Proctoring and Taking ServSafe Manager Examinations

Resource	Who is this for?	How To Document	Video Demonstration
Becoming a ServSafe Proctor	Instructors/Proctors		
<b>Online Exam Resources</b>			
Scheduling a ServSafe <b>Online</b> Exam	Proctors		
Administering a ServSafe <b>Online</b> Exam	Proctors and Students		
Submitting a ServSafe <b>Online</b> Exam for Grading	Proctors		
<b>Print Exam Resources</b>			
Scheduling a ServSafe <b>Print</b> Exam	Proctors		
Administering a ServSafe <b>Print</b> Exam	Proctors		
Accessing Exam Results	Proctors		
Additional Examination tools – (Exam Accommodation form, etc)	Proctors		

#### **Step 4: Accessing ServSafe Certificates**

Resource	Who is this for?	How To Document	Video Demonstration
Proctors Accessing ServSafe Certificates	Proctors		
Students Accessing ServSafe Certificates	Students		

#### **Becoming a ServSafe Instructor/Proctor and Resources to Assist in Classroom Training**

Resource	Who is this for?	How To Document	Video Demonstration
Becoming a ServSafe Instructor and Proctor	Instructors/Proctors		
Assessing ServSafe Instructor Course Materials	Instructors	