



## Scheduling an Online Exam

### To Schedule Your Online Exam

- Go to [ServSafe.com/culinary](http://ServSafe.com/culinary), under Instructor, select **Schedule and Manage Exam Sessions**.
- Enter your user ID and password.
- Select **Schedule Exam** beside the appropriate course name and level. Read the Instructor Agreement Form. Select **I accept**.
- Select the **Online** format.
- Complete all fields under the **Online Exam Schedule Form**. Click **Save**.  
**Note:** If you need to add your school/organization, please email the new information to us at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org).
- You will receive an Exam Session Number and a Proctor Access Code. Please print this screen or copy these numbers for future reference.
- You will receive your Exam Session Number along with your Proctor Access Code via email if a valid email address is on file. Once you have this information, you may begin conducting your exam at any time.