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# ServSafe® Food Safety

## Getting Started with ServSafe Manager Online Course and Assessment

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### 1. Step One: Designate Program Administrator

Administrator Purchases Courses and Proctors ServSafe Exams

**Go To:** [www.ServSafe.com](http://www.ServSafe.com)

**Log In:** To Existing or Create a New Servsafe.com Account

**Click On:** Instructor / Proctor Tab

**Select:** Register as Proctor (*Proctors do not need to be ServSafe Certified*)

- Proctor tutorial and application take less than 1 hour to complete

### 2. Step Two: Purchase ServSafe Manager Online Course and Examination

**Go To:** [www.ServSafe.com](http://www.ServSafe.com)

**Click On:** ServSafe Manager

**Purchase:** Buy Products: Online Course and Exam Voucher

- ✓ Courses good for 12 months from purchase, 90 days from start

**Complete Payment**

### 3. Step Three: Administrator Assigns Online Course

**Go To:** [www.ServSafe.com](http://www.ServSafe.com)

**Click On:** Administrators

**Select:** ServSafe Manager Online Course

**Select:** Assign Course Tab

**Assign Course:** By ServSafe User ID, E-mail, or Creating Course Key

**Click On:** Track Students Tab to Monitor Progress and Completion

### 4. Step Four: Student Completes Course and Assessment

**Student – Go To:** [www.ServSafe.com](http://www.ServSafe.com)

**Logs In:** To Existing or Creates a New Servsafe.com Account

**Click On:** ServSafe Manager

**Select:** Take Online Course

**Enter:** Course Key provided by Administrator and Click Redeem

**Complete:** ServSafe Manager Course and Practice Exam

**Print:** Certificate of Completion

### 5. Step Five: Schedule and Proctor Exam

- **Proctor – Go To:** [www.ServSafe.com](http://www.ServSafe.com) and Log in To Existing Account
- **Proctor – Click:** Instructor / Proctor Tab
- **Proctor – Select:** Exam Activities / Schedule Exam Session
- **Proctor – Complete:** Examination Request Form (Proctor Access Code)
- **Student – Go To:** ServSafe.com and Logs in To Existing Account
- **Student – Click:** Student Tab / Take Online Exam Box
- **Student – Select:** ServSafe Manager Exam from Pull-down Box
- **Enter:** Exam Access Code – *from purchased exam voucher*
- **Proctor – Enter:** Proctor Access Code – *from scheduling exam*
- **Student – Completes Exam**
- **Proctor – Enter:** Proctor Access Code to Submit Exam



#### Convenient Solutions

- On Demand Training
- ANSI Accredited
- Meets Certified Food Protection Manager and Demonstration of Knowledge requirements
- Affordable Pricing

#### Multiple Languages

- English, Spanish

#### Convenient

- Can Break into Sections
- Available on any PC with internet connection

#### Need Help Getting Started?

National Restaurant Association  
Service Center

[ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org)

800-765-2122