ServSafe[®] Alcohol

Accessing ServSafe Alcohol Online Course/Exams



Step 1: Go to <u>www.ServSafe.com</u> and login with your User ID and Password. Select "ServSafe Alcohol" on the navigation bar.



MY COURSES	COURSE ACTIVITIES			
START YOUR	START YOUR COURSE			
View online course hardware and software requirements or use our system check to confirm your computer meets requirements. Click on launch button next to the name of the course. If you do not have a course, redeem your Course Key below.				
Course / Course Key		Status	Expiration date	Actions
ServSafe Alcohol Online Cou	Jrse	Not Started	05/08/18	LAUNCH/ABRIR
REDEEM COURSE KEY				
If you do not see your assign	you do not see your assigned course, enter your Coursey Key bellow.			
ENTER YOUR COURSE KEY	< Enter Course Key >	F	EDEEM	



Step 2: Click "Take Online Course" from the navigation bar.

Step 3:

Click "Launch" to start your course.

If you do not see your course within the My Courses tab, enter the course key provided by email or your manager ______ in the box that states "<Enter Course Key>". Click "Redeem" to begin the ServSafe Alcohol Online Course.

***Make sure to enter the course key EXACTLY as it appears above. If you receive an error, you may have entered the number 0 (zero) instead of the letter O/o or the number 1 (one) instead of the letter L/I.

Step 4:

Accept the Legal notice and select your state on the map.

***If your state requires a state supplement, make sure you print/review that information.

ServSafe Alcohol	MAIN MENU SCORES RESOURCES GLOSSARY HELP EXIT Fundamentals of Responsible Alcohol Service Image: Constant of the service Image: Conservice Image: Constant of the service </th
	Main Menu
	O Using This Course
	O Pre-Test
	O Alcohol Law and Your Responsibility
	O Recognizing and Preventing Intoxication
	O Checking Identification
	O Handling Difficult Situations
	O Post-Test
	O Record of Training and Link to Exam

Step 5: Complete the Alcohol Online Course".

MAIN MENU SCORES RESOURCES GLOSSARY HELP EXIT		
Main Menu >		
Record of Training and Link to Exam		
Now that you have completed the Post-Test, you can print a Record of Training. This Record of Training may be required for taking an exam.		
Print Record of Training		
You may now take the ServSafe Alcohol Examination. You will need the Seat Registration Number you were issued.		
If you are taking the ServSafe Alcohol Primary Examination, you will be able to begin the exam immediately. If you registered for the ServSafe Alcohol Advanced Examination, a proctor must be present for you to take the exam. Your proctor will need to enter the cass Access Code.		
To take the Exam, click on "Take ServSafe Alcohol Examination" b		
Take ServSafe Alcohol Examination		
Click "Main Menu" above if you want to return to the course.		

Step 6: At the end of the course, click "Take ServSafe Alcohol Examination" to take the online exam.

GOOD LUCK!	
	Welcome Examinee
Please take this Practice Exam to be comfortable with the Online Exam interface. After reviewing these Exam Instructions, please enter your "Exam Access Code" exactly as it appears on your confirmation email or message from your Administrator.	I will answer all exam questions to the best of my ability, without any outside assistance. The NRA Solutions reserves the right to investigate allegations of cheating and potentially revoke my certification.
	Exam Access Code:
	CONTINUE

Step 7: Select "I Accept". Enter your Exam Access Code exactly as it appears on your purchase confirmation email, as provided by your manager in the box that states "<Exam Access Code>"and click "Continue".

ONLINE EXA	Μ			
Exam Access Code: SSAP1 Course: 07- Se	NON, NEWCOMB 6-MEH-3C2-9JE rvSafe Alcohol Course & Primary			Step 8: Complete the Exam Information Form and click "Continue" start
	ERSONAL INFO	JRMATION		your exam.
NAME (FIRST, MI, LAST) *	SHANNON		NEWCOMB	
EMAIL *				
gender *				
		"Other" if the state you are employed in is re required to complete a state-specific qu		Stop 0.
	e to take the ServSafe Alcohol Examinat			Step 9: Select the Appropriate State in the
	ty to obtain a Proctor Access Code, whic	t be monitored by an <i>Approved ServSafe</i> , th is necessary to access the ServSafe Alco		Drop Down menu. Click "Continue".
From the dropdown box, please se	lect the state you are employed in -OI	R- "Other" if the state you are employed	in is not listed.	
OTTIER	_			
CONTINUE				
Exam Access Code: SSAP16-MEH-3C				Step 10:
Course: 07- ServSafe Alco	bhol Course & Primary Exam			Select "Start Exam".
If you were provided a "Proctor Access Start Exam link.	: Code" from your employer you <u>must</u> ente	er it in the box below and click the Start Exan	n link. If you were not given a "Procto	***If your organization requires,
Proctor Access Code				enter a "Proctor Access Code".
	_			
START EXAM				

Examinee	SHANNON, NEWCOMB	
Course	07- ServSafe Alcohol	
	Course & Primary Exam	
Exam Session Number	518823	
Congratulati examination	ons! You have passed this !	
and official until detailed	ented for your information only and is not deemed I results appear on our website. A print out of this of of passing this examination.	final
To Receive your Official your official exam result	Examination Results Visit My Exams to gain access s.	s to
To Receive your ServSa	fe Alcohol Certificate Your certificate will be sent	
signature-required deliv	ery to the address you provided on the Exam	
Registration Screen. Exp	ect delivery within 10 business days.	
Class Course	Date Score Status Expiration Class Tracking	Print / Reprint Certificate

 Class
 Course
 Date
 Score
 Status
 Expiration
 Class
 Tracking

 518823
 07- ServSafe Alcohol Course & Primary
 05/10/2017
 75
 Passed
 05/10/2020
 TRACKING
 VIEW OR PRINT CERTIFICATE

 Exam
 Exam
 05/10/2017
 75
 Passed
 05/10/2020
 TRACKING
 VIEW OR PRINT CERTIFICATE

Step 11 : After you complete the exam, you will immediately receive your results.

Click on "My Exams" to see detailed exam results.

Step 12: Click "View or Print Certificate".

Print your certificate.

If you need further assistance, please contact the National Restaurant Association's Service Center at ServiceCenter@restaurant.org or 800-765-2122.