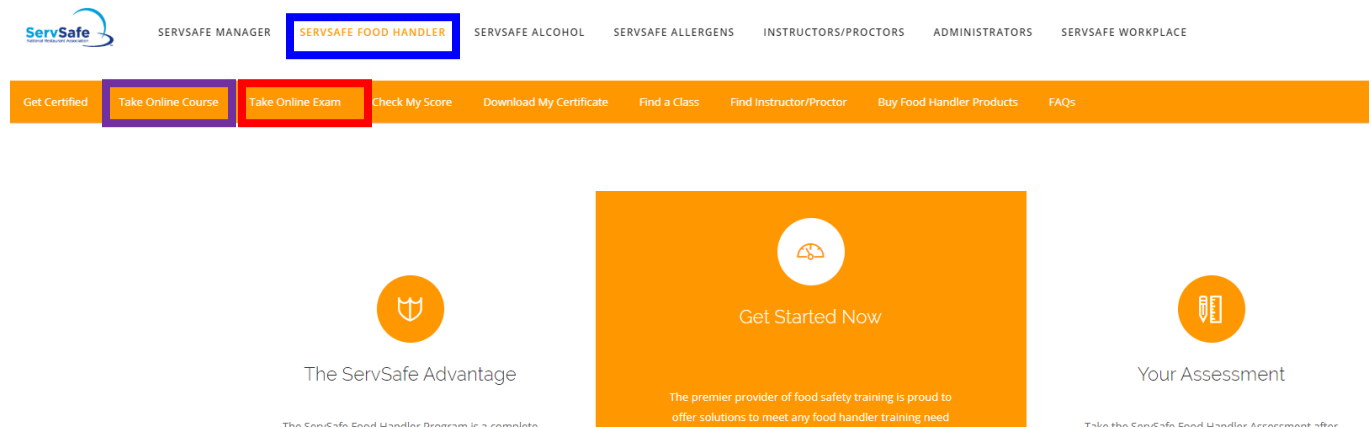


ServSafe Instructions

www.servsafe.com

Click **Login/Create Account**

Please use the Username and Password we provide. Do not change your password.

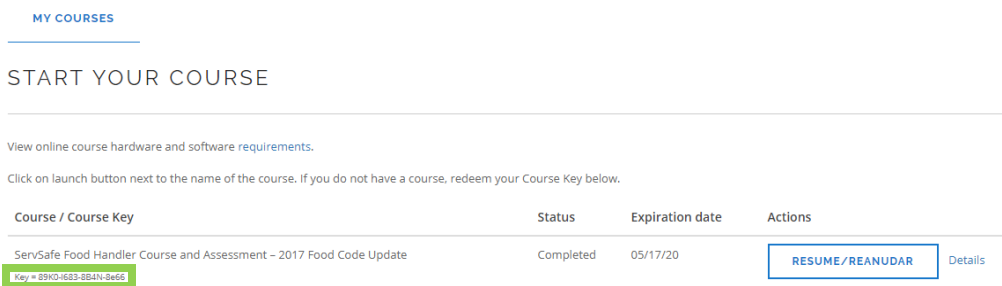


Click **ServSafe Food Handler** near the top of the page (blue box in picture above)

Click **Take Online Course** in the orange bar across the top (purple box in picture above)

Then click **Launch/ Abrir** (under the Start Your Course heading)

Once you start the course, the next time you login, it will show “Resume” instead of Launch.

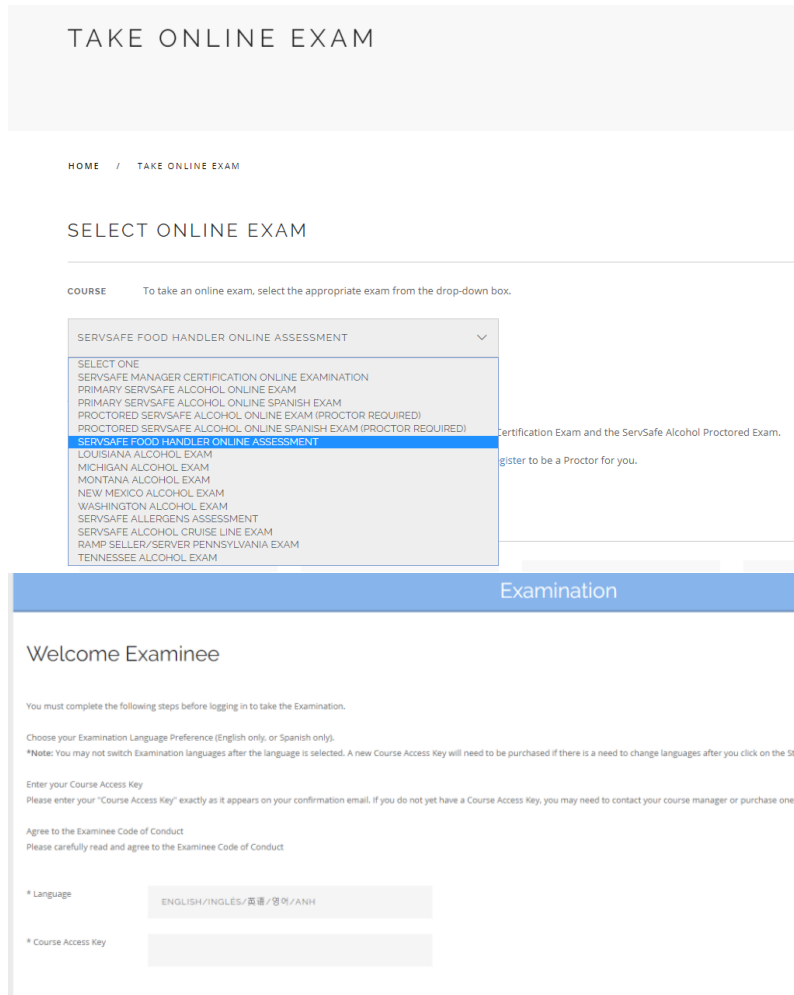


The course is self-paced so you can go in and out of it as needed. It takes about 2 hours to complete.

If you finish the course and are not ready to test:

The next time you login to take the test, go back to the **Take Online Course** tab and copy your exam access code. In the graphic above, it is the code in the green box located under the **Course/Course Key** heading.

Copy this code and go to the **Take Online Exam** Tab at the top of the screen (Red box in the top graphic).



On this page, select **ServSafe Food Handler Online Assessment**.

The Food Handler assessment is 6 tests down (highlighted in blue).

After selecting the exam, the next screen is where you **paste the Course Key** copied from the **Food Handler Assessment** page.

Paste (or type in, if you wrote it down) the 12 letter and number course key beside the “Course Access Key” line.

At the bottom of the page, **accept by checking the box**, the code of conduct.

Click **Continue**

Fill in your birthdate on the next page and check to make sure the information is correct.

Start your exam. Good Luck!