**ServSafe**
Alcohol ®

# User Instructions to Access Online Course and Exam

## How to Access the ServSafe Alcohol Online Course

❏ Visit our website at www.servsafe.com

❏ Login with your user ID and password.

❏ Click on the computer icon that is located on the right side of the orange bar toward the top of the page. A new window will appear.

❏ Click on the link(s) to start the online course. The course will start in a new window. Please be sure to disable any pop-up blockers since the course will start in a new window.

The Alcohol Online Course will expire 90 days after the course has been launched and will become disabled.

## Record of Training

❏ After completing the ServSafe Alcohol Online Course, go to the Main Menu of the course and click on the link for Record of Training.

❏ Print the Record of Training as proof of completing the course.

❏ If you need to provide the number of hours to complete the course, click on Scores located on the top of the screen. Click the Print box to print this page.

**Please contact the Service Center at 800-765-2122, ext 6703 or servicecenter@restaurant.org with any questions.**