



## User Instructions to Access Online Course and Exam

### How to Access the ServSafe Manager Online Course

- Visit our website at [www.servsafe.com](http://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 Manager Online Course will expire 90 days after the course has been launched and will become disabled.



### Record of Training

- After completing the ServSafe Manager 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 My Information. Right click and select Print to print this page.

**Please contact the Service Center at 800-765-2122, ext 6703 or [servicecenter@restaurant.org](mailto:servicecenter@restaurant.org) with any questions.**