Assigning and Tracking the ServSafe® International Food Safety Online Course

To assign a ServSafe International Food Safety Online Course, access the ServSafe International website at: https://www.ServSafeInternational.com

1. Select **"Manage Online Courses"** under the **"Other Resources"** box on the bottom left side of the ServSafe International website homepage.
2. Log in using your User ID and Password. If you do not have a User ID and Password you will need to create one
3. After login, select the course you wish to assign from the dropdown menu.

Log into the ServSafe International website
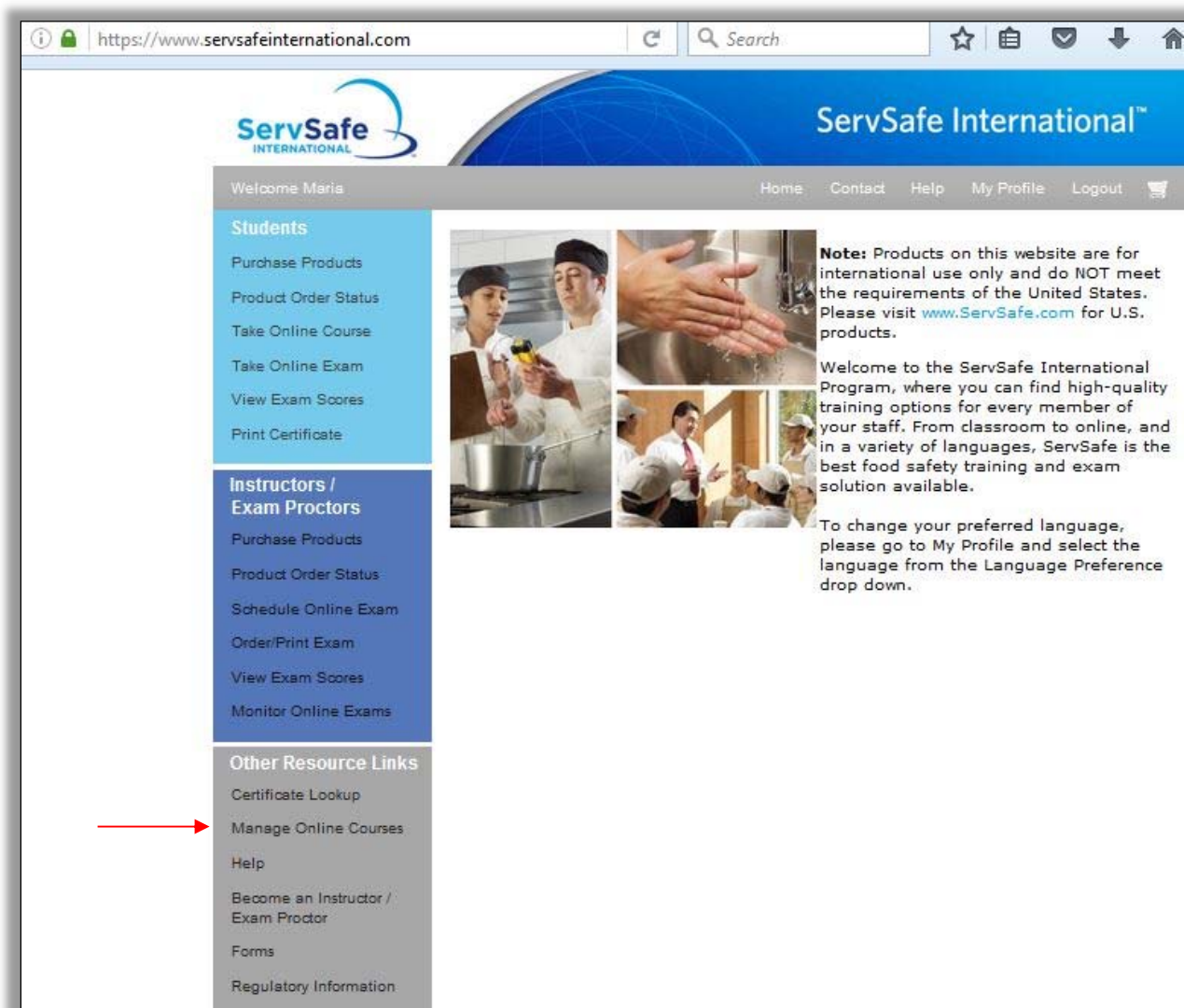**https://www.servsafeinternational.com/**

From the Welcome Screen, click on **"Manage Online Courses"** under the **Other Resources Links** in the gray box on the left hand side of the screen.

Click on the **"Assign Course"** Tab and select the ServSafe International Food Safety Online Course.

Once you select a course, you will see the number of course keys you have available to assign.

Assign Course

Assigning and Tracking the ServSafe® Online Manager Course
There are three ways you can assign the course:
1) By E-mail Address
2) ServSafe User ID
3) By Creating a Course Key

To Assign a Course:
1. Select the **"Assign Course"** Tab.
2. Select drop-down menu for assigning course options.

A course can be assigned to an individual, including yourself, by entering his or her email address or ServSafe User ID.

To assign courses by email address, select by **"E-mail address"** from the drop down menu. Enter the email address of the student to whom you want to assign the course.

Click the **"Assign"** button.

You will receive a message that you are about to assign the course and will click **"Ok".**
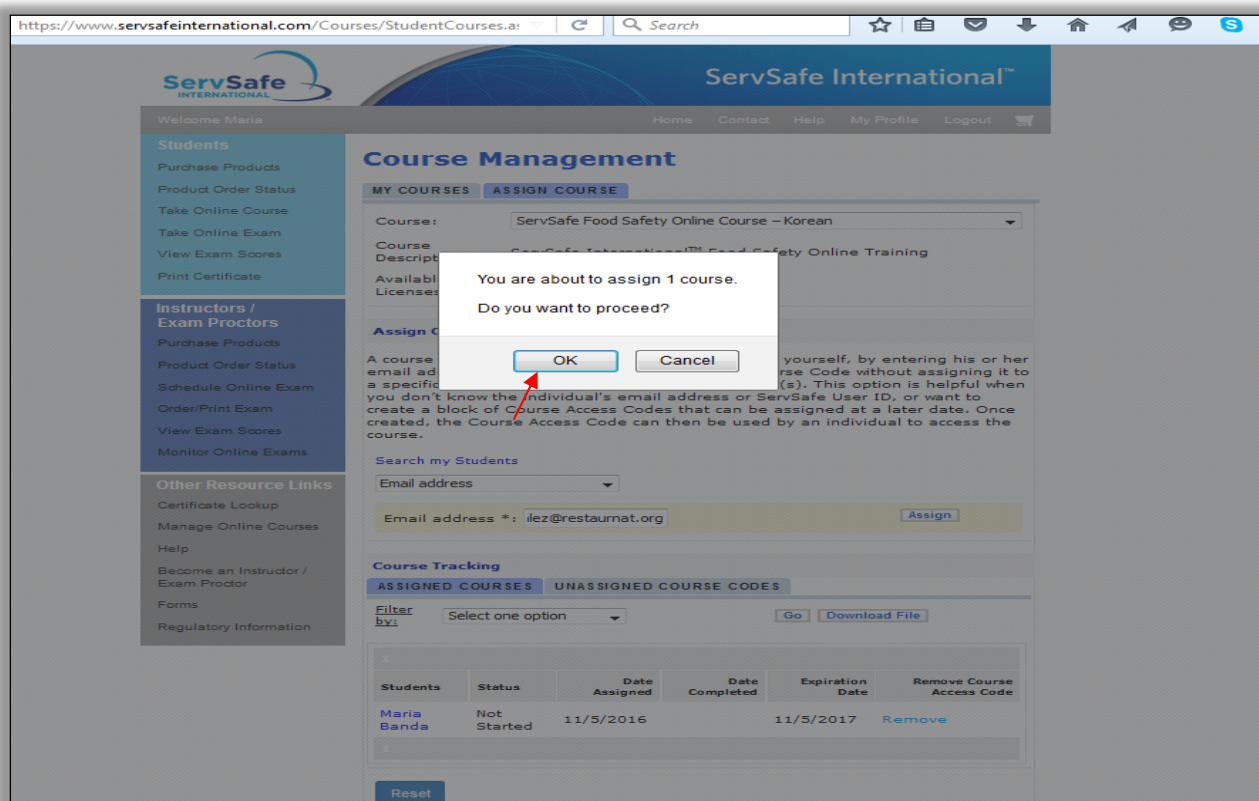
Your student will then receive an automated email with directions and a link to the course on https://www.ServSafeInternational.com/

To create a Course Code without assigning it to a specific person, select **"Create Course Access Code(s)"**. This option is helpful when you don't know the individual's email address or ServSafe User ID, or want to create a block of Course Access Codes that can be assigned at a later date. Once created, the Course Access Code can then be used by an individual to access the course.

Enter the number of codes to be created, then click the **"Create"** button.

The available course keys will be updated automatically to reflect the course keys that were just created. (If you go to the **"Unassigned Course Codes"** tab, you will see that the number has been updated and will be reduced by the number of recently generated keys.)

As an administrator you will also receive an email with the course keys.
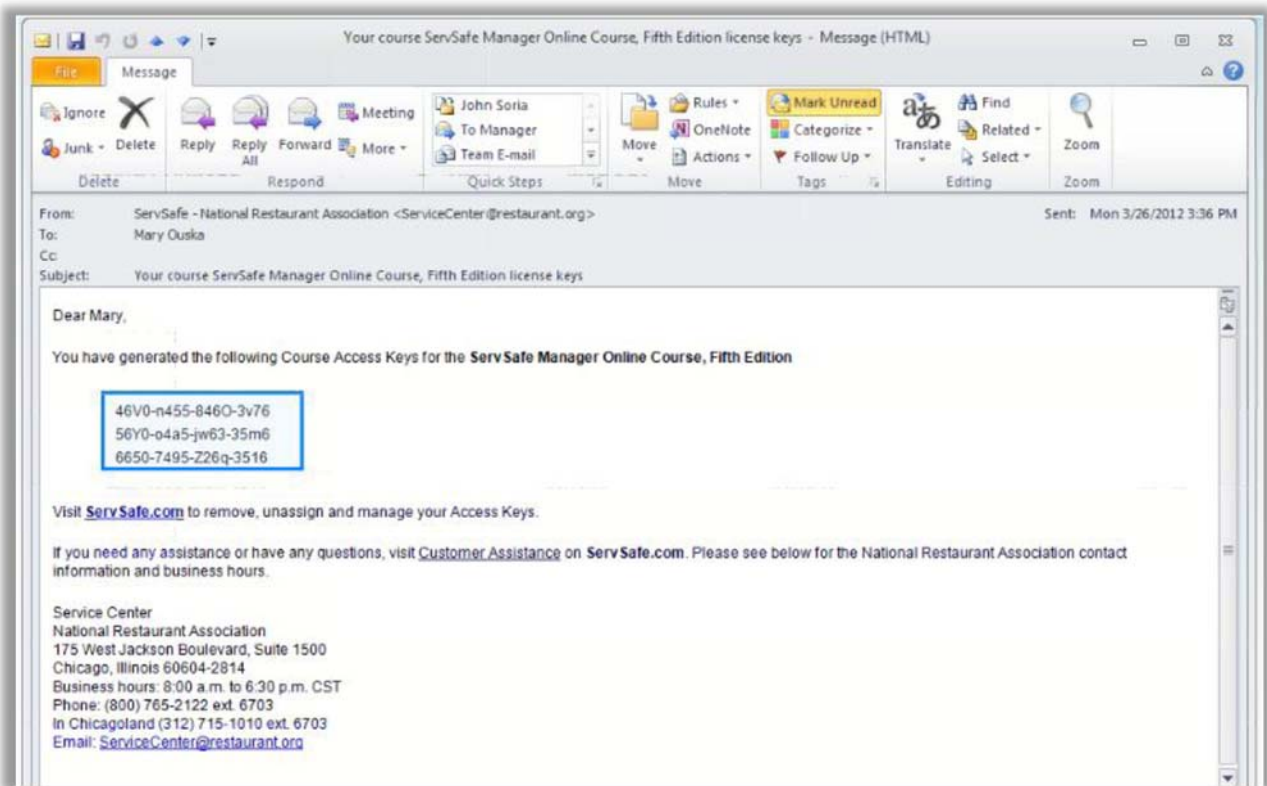
Under the Course Tracking section, you will find a list of the course keys with their creation and expiration dates. You can generate a report of the course keys using filters to narrow your results.

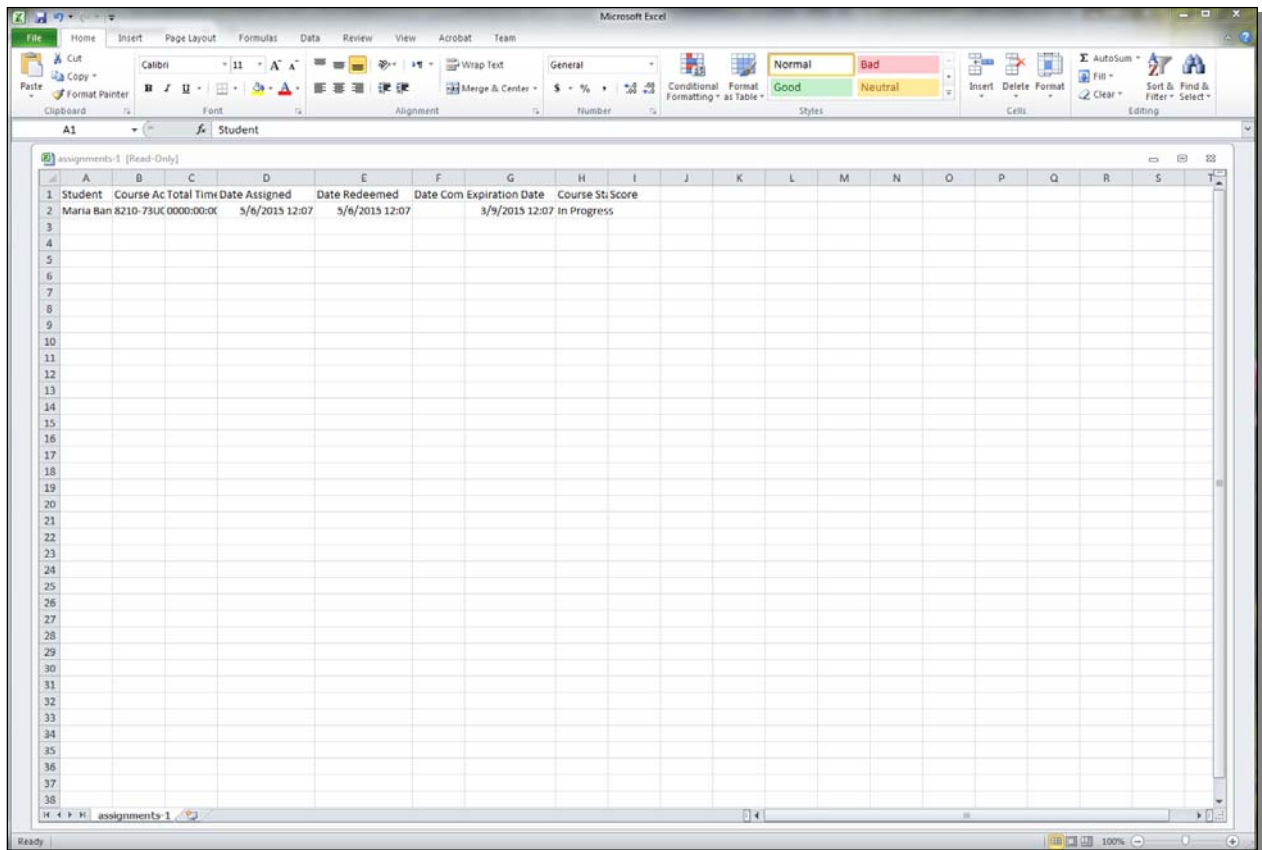Choose how you would like to sort under the **"Filter by"** drop down menu.

A list of Assigned Courses will appear. Click **"Download File"** and an Excel Spreadsheet that you can save to your computer will appear. This format will allow you to sort as well.

If you need further assistance, please contact the National Restaurant Association's Service Center at ServSafeInternational@restaurant.org.