



## 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/>



Existing User

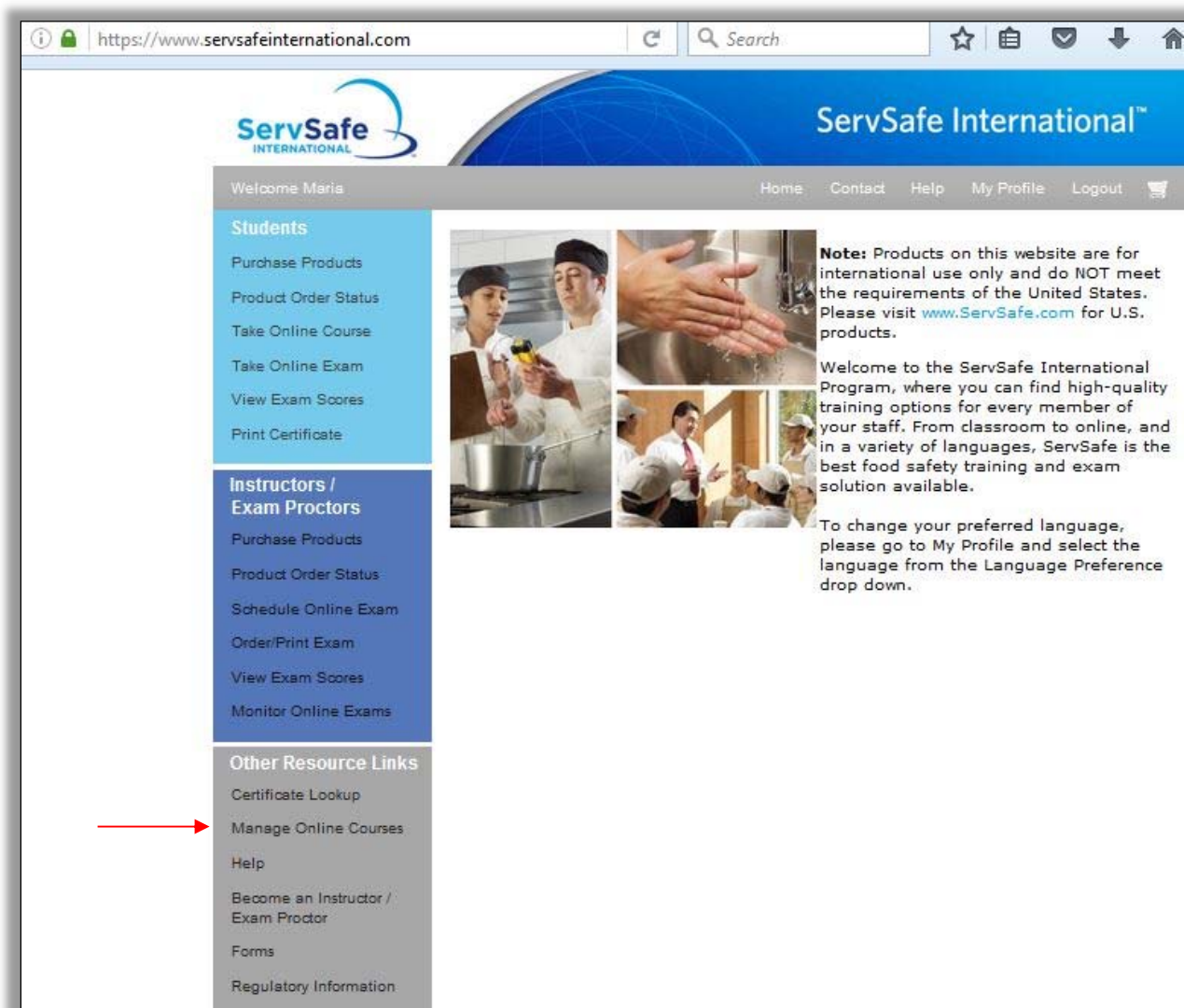
User ID

Password

[Forgot Password](#)

[Forgot User ID](#)

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.

The screenshot shows the ServSafe International website interface. At the top, there is a navigation bar with the logo and the text "ServSafe International". Below this, a user is logged in as "Maria". The main content area is titled "My Courses" and features two tabs: "MY COURSES" and "ASSIGN COURSE". The "ASSIGN COURSE" tab is highlighted with a red arrow. Below the tabs is a table with the following data:

Course	Course Status	Expiration Date	Launch Course
ServSafe International® Food Safety Products – English	In Progress	14/09/2014	Course Expired
ServSafe Online Course Fifth Edition - UK	In Progress	03/09/2015	Course Expired
ServSafe International® Food Safety Products – English	In Progress	03/09/2015	Course Expired
ServSafe Food Safety Online Course – Korean	Not Started	11/05/2017	Launch

The "Launch" button for the "ServSafe Food Safety Online Course – Korean" is highlighted with a red arrow. Below the table, there is a section for "Redeem Course Access Code" with a text input field and a "Redeem" button. Below this, there are instructions on how to launch a course and a note about the one-year expiration period for courses.

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

The screenshot shows the ServSafe International Course Management interface. The page title is "Course Management" and the user is logged in as "Welcome Maria". The interface is divided into several sections:

- Students:** Purchase Products, Product Order Status, Take Online Course, Take Online Exam, View Exam Scores, Print Certificate.
- Instructors / Exam Proctors:** Purchase Products, Product Order Status, Schedule Online Exam, Order/Print Exam, View Exam Scores, Monitor Online Exams.
- Other Resource Links:** Certificate Lookup, Manage Online Courses, Help, Become an Instructor / Exam Proctor, Forms, Regulatory Information.

The main content area is titled "Course Management" and has two tabs: "MY COURSES" and "ASSIGN COURSE". The "ASSIGN COURSE" tab is active. The "Course:" dropdown is set to "ServSafe Food Safety Online Course - Korean". The "Course Description:" is "ServSafe International™ Food Safety Online Training". The "Available Licenses:" field shows "1" with a red arrow pointing to it. Below this is the "Assign Course" section, which includes instructions and a "Search my Students" dropdown. At the bottom, there is a "Course Tracking" section with two tabs: "ASSIGNED COURSES" and "UNASSIGNED COURSE CODES". The "ASSIGNED COURSES" tab is active. There is a "Filter by:" dropdown and "Go" and "Download File" buttons. The table below shows the assigned courses:

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	Remove

## 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.

The screenshot displays the ServSafe International Course Management interface. The page title is "Course Management" and the user is logged in as "Maria". The "ASSIGN COURSE" tab is selected, indicated by a red arrow. The course selected is "ServSafe Food Safety Online Course – Korean". The course description is "ServSafe International™ Food Safety Online Training" and there is 1 available license.

**Assign Course**

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

Search my Students

Select one option

**Course Tracking**

ASSIGNED COURSES UNASSIGNED COURSE CODES

Filter by: Select one option [Go] [Download File]

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	Remove

Reset

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.

The screenshot shows the ServSafe International website's Course Management interface. The page title is "Course Management" and the sub-section is "ASSIGN COURSE". The course selected is "ServSafe Food Safety Online Course – Korean". The course description is "ServSafe International™ Food Safety Online Training" and there is 1 available license.

The "Assign Course" section contains a paragraph explaining that a course can be assigned to an individual by entering their email address or ServSafe User ID. It also mentions the option to create course access codes. Below this text is a "Search my Students" section with a dropdown menu labeled "Email address" and a red arrow pointing to it. There is also a text input field for "Email address \*" and an "Assign" button.

The "Course Tracking" section has tabs for "ASSIGNED COURSES" and "UNASSIGNED COURSE CODES". The "ASSIGNED COURSES" tab is active, showing a table with the following data:

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	<a href="#">Remove</a>

There is a "Reset" button at the bottom of the page.

Click the "Assign" button.

https://www.servsafeinternational.com/Courses/StudentCourses.a: Search

Welcome Maria Home Contact Help My Profile Logout

### Course Management

**MY COURSES** **ASSIGN COURSE**

Course: ServSafe Food Safety Online Course – Korean  
Course Description: ServSafe International™ Food Safety Online Training  
Available Licenses: 1

**Assign Course**

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

Search my Students

Email address

Email address \*: lez@restaurnat.org **Assign**

**Course Tracking**

**ASSIGNED COURSES** **UNASSIGNED COURSE CODES**

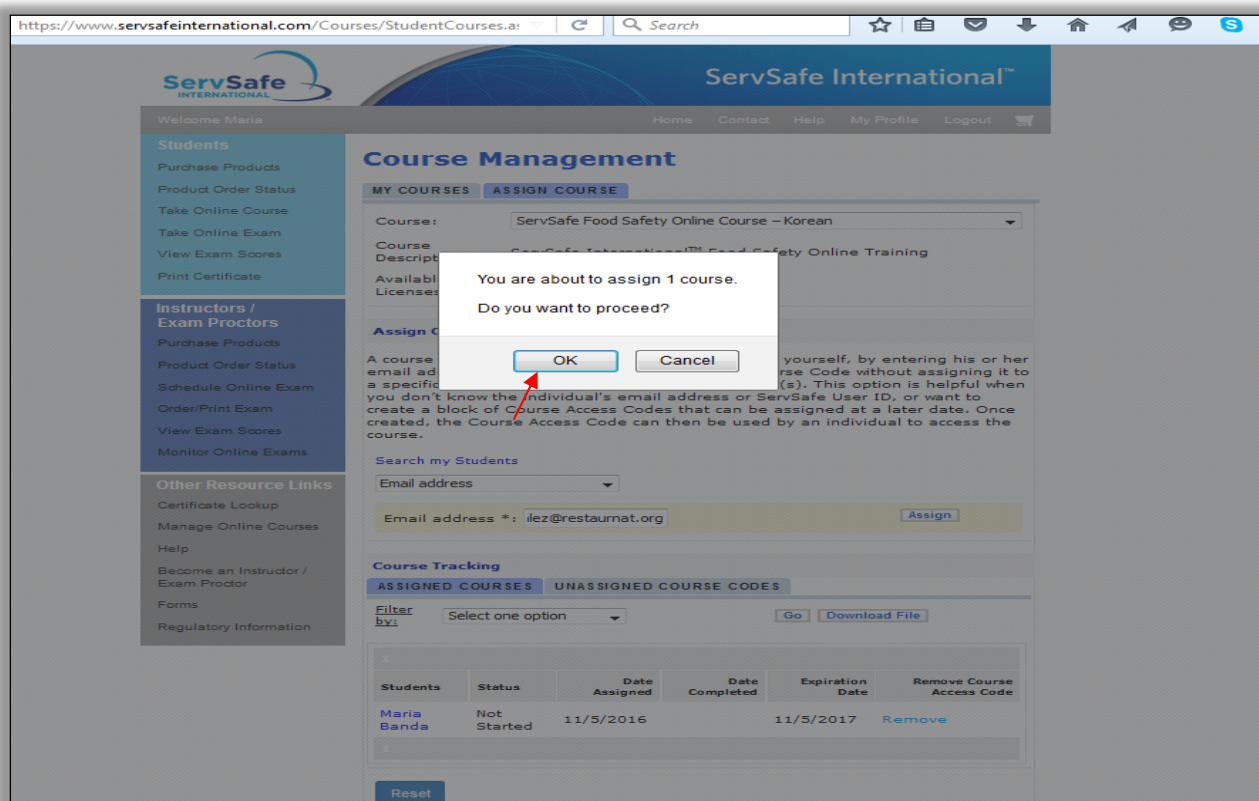
Filter by: Select one option Go Download File

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	Remove

Reset



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.

The screenshot displays the ServSafe International Course Management interface. The page title is "Course Management" and the user is logged in as "Maria". The interface is divided into several sections:

- MY COURSES**: Shows the selected course "ServSafe Food Safety Online Course - Korean" with a description "ServSafe International™ Food Safety Online Training" and "Available Licenses: 1".
- Assign Course**: A section explaining that a course can be assigned to an individual by entering their email address or ServSafe User ID. It highlights the option to "Create Course Access Code(s)" for creating codes without assigning them to a specific person. A red arrow points to this dropdown menu.
- Course Tracking**: A section with tabs for "ASSIGNED COURSES" and "UNASSIGNED COURSE CODES". It includes a "Filter by:" dropdown and "Go" and "Download File" buttons. Below is a table showing assigned courses:

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	Remove

The interface also includes a "Reset" button at the bottom of the Course Tracking section.

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

The screenshot displays the ServSafe International website's Course Management interface. The page title is "Course Management" and the current section is "ASSIGN COURSE". The course selected is "ServSafe Food Safety Online Course - Korean". The course description is "ServSafe International™ Food Safety Online Training" and there is 1 available license.

In the "Assign Course" section, there is a text input field for "Number of codes to be created \*" and a "Create" button. Red arrows point to these elements.

Below the "Assign Course" section is the "Course Tracking" section, which has two tabs: "ASSIGNED COURSES" and "UNASSIGNED COURSE CODES". The "ASSIGNED COURSES" tab is active, showing a table with the following data:

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	Remove

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.)

https://www.servsafeinternational.com/Courses/StudentCourses.a: Search

Welcome Maria Home Contact Help My Profile Logout

### Course Management

**MY COURSES** **ASSIGN COURSE**

Course: ServSafe Food Safety Online Course – Korean  
Course Description: ServSafe International™ Food Safety Online Training  
Available Licenses: 1

#### Assign Course

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

Search my Students  
Select one option

#### Course Tracking

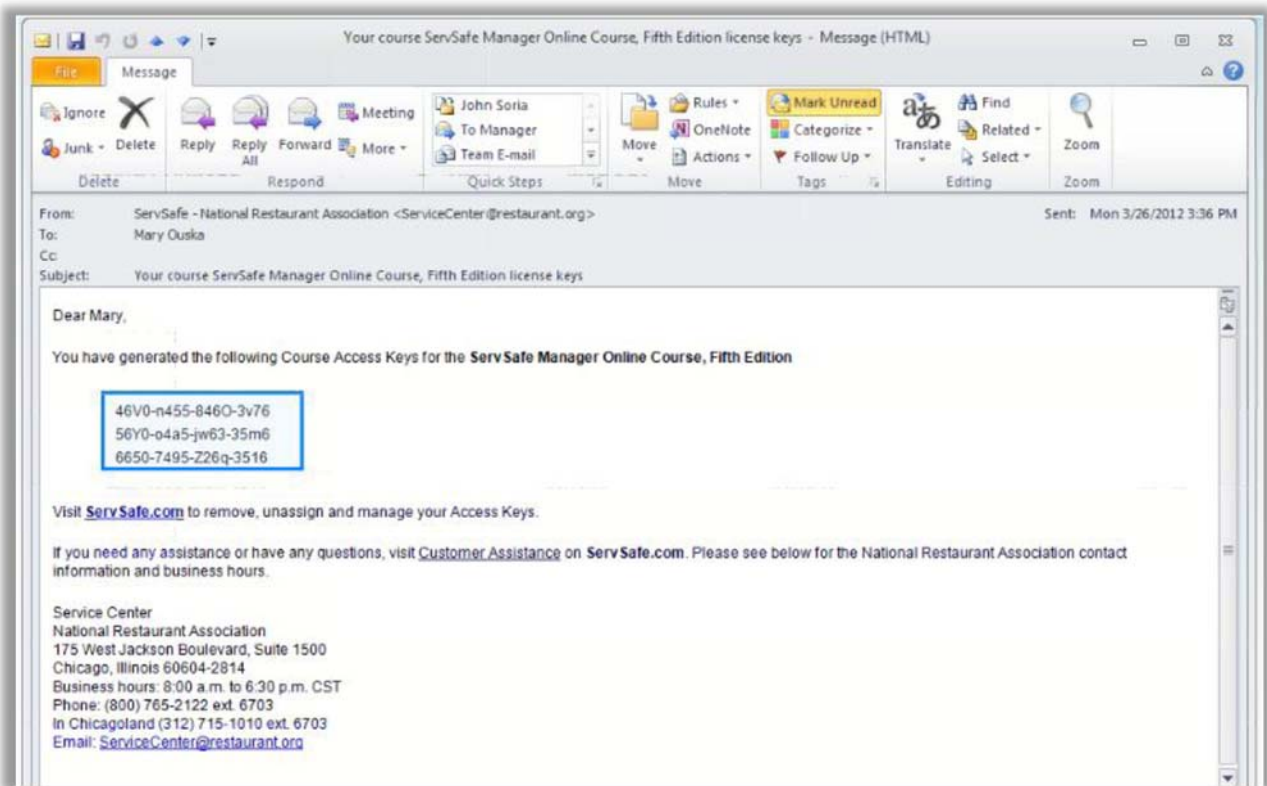
**ASSIGNED COURSES** **UNASSIGNED COURSE CODES**

Filter by: Select one option Go Export File

Course Access Code	Date Created	Remove Course Access Code
1		

Reset

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.

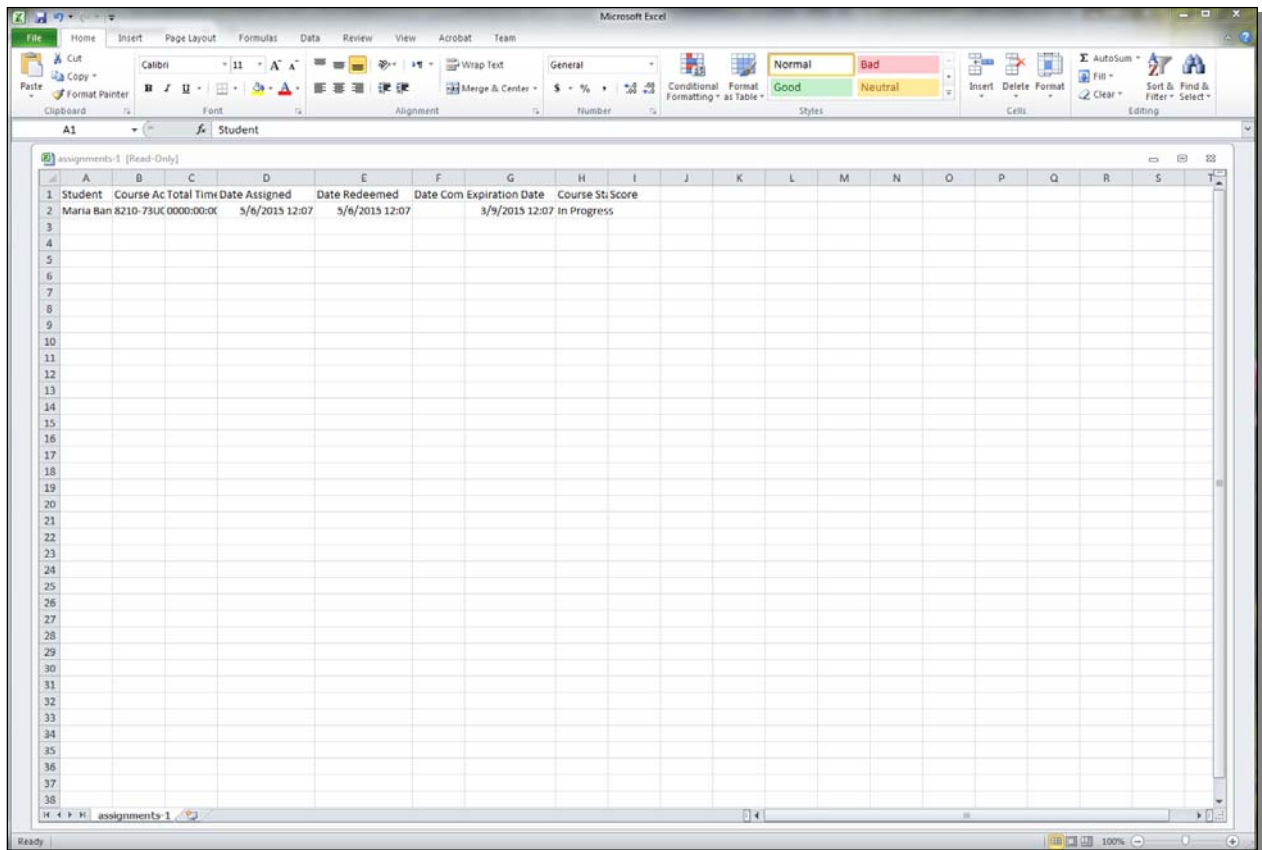
The screenshot shows the ServSafe International website interface. The main content area is titled "Course Management" and includes sections for "MY COURSES" and "ASSIGN COURSE". The "ASSIGN COURSE" section shows details for a course: "ServSafe Food Safety Online Course – Korean", with a description "ServSafe International™ Food Safety Online Training" and "Available Licenses: 1". Below this is an "Assign Course" section with explanatory text and a "Search my Students" dropdown menu.

The "Course Tracking" section is active, showing "ASSIGNED COURSES" and "UNASSIGNED COURSE CODES". A "Filter by:" dropdown menu is highlighted with a red arrow, pointing to the "Become an Instructor / Exam Proctor" link in the left sidebar. Below the filter is a table of assigned courses:

Students	Status	Date Assigned	Date Completed	Expiration Date	Remove Course Access Code
Maria Banda	Not Started	11/5/2016		11/5/2017	<a href="#">Remove</a>

A "Reset" button is located at the bottom of the table.

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.



The screenshot shows a Microsoft Excel spreadsheet titled "assignments-1 [Read-Only]". The spreadsheet has the following columns: Student, Course AC, Total Time, Date Assigned, Date Redeemed, Date Com Expiration Date, and Course St. Score. The data is as follows:

Student	Course AC	Total Time	Date Assigned	Date Redeemed	Date Com Expiration Date	Course St. Score
Maria Ban	8210-73UC	0000:00:00	5/6/2015 12:07	5/6/2015 12:07	3/9/2015 12:07	In Progress

*If you need further assistance, please contact the National Restaurant Association's Service Center at [ServSafeInternational@restaurant.org](mailto:ServSafeInternational@restaurant.org).*