ServSafe[®] Alcohol

Accessing ServSafe Alcohol Online Course/Exams



Step 1: Go to <u>www.ServSafe.com</u> and login with your User ID and Password. Select "ServSafe Alcohol" on the navigation bar.

ServSafe	SERVSAFE MAN	NAGER SERVSAFE	OD HANDLER	SERVSAFE ALCOHOL	SERVSAFE ALLERGENS	INSTRUCTORS/PRO	OCTORS ADMINIS
Get Certified	Take Online Course	Take Online Exam	Check My Score	Download My Certificate	Find Instructor/Proctor	Find a Class	Buy Alcohol Product

MY COURSE ACTIVITIES						
START YOUR	START YOUR COURSE					
View online course hardware and software requirements or use our system check to confirm your computer meets requirements. Click on launch button next to the name of the course. If you do not have a course, redeem your Course Key below.						
Course / Course Key		Status	Expiration date	Actions		
ServSafe Alcohol Online Cou	Jrse	Not Started	05/08/18	LAUNCH/ABRIR		
REDEEM COURSE KEY						
If you do not see your assigned course, enter your Coursey Key bellow.						
ENTER YOUR COURSE KEY	< Enter Course Key >		REDEEM			



Step 2: Click "Take Online Course" from the navigation bar.

Step 3:

Click "Launch" to start your course.

If you do not see your course within the My Courses tab, enter the course key provided by email or your manager ______ in the box that states "<Enter Course Key>". Click "Redeem" to begin the ServSafe Alcohol Online Course.

***Make sure to enter the course key EXACTLY as it appears above. If you receive an error, you may have entered the number 0 (zero) instead of the letter O/o or the number 1 (one) instead of the letter L/I.

Step 4:

Accept the Legal notice and select your state on the map.

***If your state requires a state supplement, make sure you print/review that information.

ServSafe Alcohol	MAIN MENU SCORES RESOURCES GLOSSARY HELP EXIT Fundamentals of Responsible Alcohol Service Image: Content of the service Image: Co
	Main Menu
	O Using This Course
	O Pre-Test
	O Alcohol Law and Your Responsibility
	O Recognizing and Preventing Intoxication
	O Checking Identification
	O Handling Difficult Situations
	O Post-Test
	O Record of Training and Link to Exam

Step 5: Complete the Alcohol Online Course".

MAIN MENU SCORES RESOURCES GLOSSARY HELP EXIT					
Main Menu >					
Record of Training and Link to Exam					
Now that you have completed the Post-Test, you can print a Record of Training. This Record of Training may be required for taking an exam.					
Print Record of Training					
You may now take the ServSafe Alcohol Examination. You will need the Seat Registration Number you were issued.					
If you are taking the ServSafe Alcohol Primary Examination, you will be able to begin the exam immediately. If you registered for the ServSafe Alcohol Advanced Examination, a proctor must be present for you to take the exam. Your proctor will need to enter the uses Access Code.					
To take the Exam, click on "Take ServSafe Alcohol Examination" b					
Take ServSafe Alcohol Examination					
Click "Main Menu" above if you want to return to the course.					

Step 6: At the end of the course, click "Take ServSafe Alcohol Examination" to take the online exam.

GOOD LUCK!	
	Welcome Examinee
Please take this Practice Exam to be comfortable with the Online Exam interface. After reviewing these Exam Instructions, please enter your "Exam Access Code" exactly as it appears on your confirmation email or message from your Administrator.	I will answer all exam questions to the best of my ability, without any outside assistance. The NRA Solutions reserves the right to investigate allegations of cheating and potentially revoke my certification.
	Exam Access Code:
	CONTINUE

Step 7: Select "I Accept". Enter your Exam Access Code exactly as it appears on your purchase confirmation email, as provided by your manager in the box that states "<Exam Access Code>"and click "Continue".

ONLINE EXA	Μ			
Examinee: SHANI Exam Access Code: SSAP1 Course: 07- Se	NON, NEWCOMB 6-MEH-3C2-9JE rvSafe Alcohol Course & Primary	Exam		Step 8: Complete the Exam Information Form and click "Continue" start
EXAMINEE P	ERSONAL INFO	ORMATION		your exam.
NAME (FIRST, MI, LAST) *	SHANNON		NEWCOMB	
EMAIL *				
gender *				
From the drop down box, please sel If the state in which you are employ	ect the state you are employed in –OR- ed is listed in the drop down box, you a	"Other" if the state you are employed in i re required to complete a state-specific q	s not listed. uiz in addition to the ServSafe Alcoh	Stop 0:
the state quiz before you will be able	e to take the ServSafe Alcohol Examinat	ion.		Select the Appropriate State in the
Note: If you purchased the ServSafe authorized parties have the capabili Primary Examination an official more	e Alcohol Proctored Examination, it mus ty to obtain a Proctor Access Code, which nitor will not be required.	t be monitored by an <i>Approved ServSafe</i> . ch is necessary to access the ServSafe Alco	Alcohol Instructor or a ServSafe Alco bhol Proctored Examination. If you p	Drop Down menu. Click "Continue".
From the dropdown box, please se	lect the state you are employed in -Ol	R- "Other" if the state you are employed	in is not listed.	
OTHER				
CONTINUE				
Exam Access Code: SSAP16-MEH-3C2	2-91E			
Course: 07- ServSafe Alco	hol Course & Primary Exam			Step 10: Select "Start Exam".
lf you were provided a "Proctor Access Start Exam link.	Code" from your employer you <u>must</u> ente	er it in the box below and click the Start Exar	n link. If you were not given a "Procto	
Proctor Access Code				***If your organization requires,
	-			

5		COMP		
Examinee	SHANNON, NEW	COMB		
Course	07- ServSate Alco	hol		
	Course & Primary	/ Exam		
Exam Session Number	518823			
Congratulati	ons! You	have pass	ed this	
		1		
examination				
The above result is prese	nted for your info	rmation only and is	s not deemed fi	nal
and official until detailed	results appear or	our website. A pri	nt out 🖌 this	
screen is not official proc	of of passing this e	xamination.		
To Receive your Official	Examination Res	u lts Visit My Exams	to gain access t	0
your official exam results			0	
5				
To Receive your ServSaf	e Alcohol Certifica	ate Your certificate	will be sent	
signature-required delive	erv to the address	vou provided on th	ie Exam	
Registration Screen, Expe	ect delivery within	10 business davs.		
Class Course	Date Score	Status Expiration	Class Tracking	Print / Reprint Certificate

Exam

Date 518823 07- ServSafe Alcohol Course & Primary 05/10/2017 75 05/10/2020 Passed VIEW OR PRINT CERTIFICATE TRACKING

Step 11 : After you complete the exam, you will immediately receive your results.

> Click on "My Exams" to see detailed exam results.

Step 12: Click "View or Print Certificate". Print your certificate.

If you need further assistance, please contact the National **Restaurant Association's Service** Center at ServiceCenter@restaurant.org or 800-765-2122.