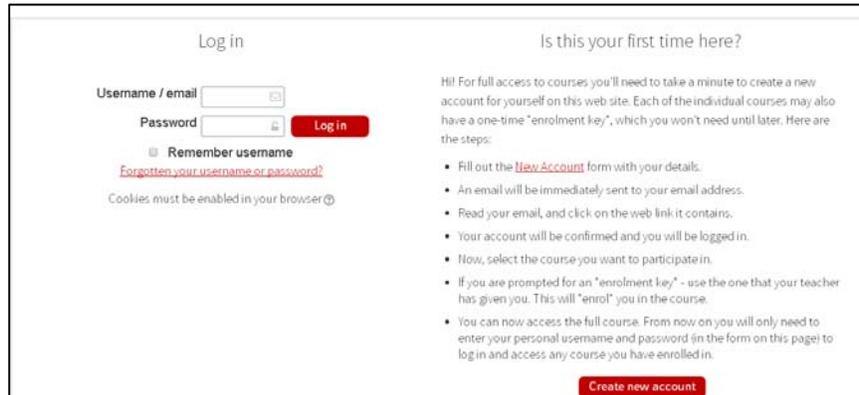


STUDENT INSTRUCTIONS

Creating a student account:

To create a student account, the participating location's Activation Code is required. Follow the steps below:

Step 1: Go to <http://login.foodservicetrainingportal.com>

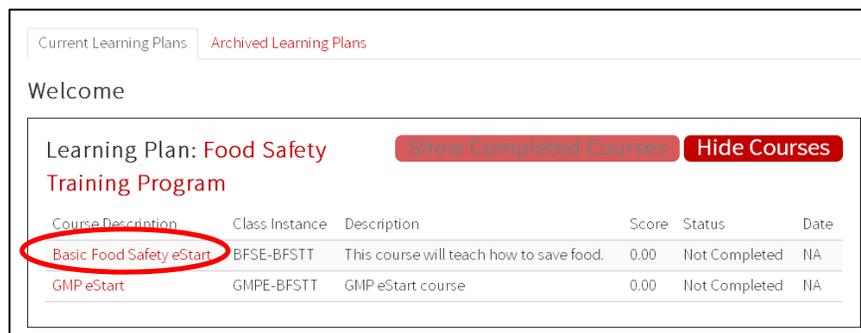


Step 2: Click 'Create new Account' button. Complete the sign up form and provide your Activation Code. (This code is case and space sensitive.) Click the 'Create my new account' button.

Step 3: A confirmation email will be sent immediately to the email address you provide on the signup form. Open your email account, then the email with subject 'Foodservice Training Portal: Account Confirmation'. Now, click the confirmation link in the email.

Step 4: Clicking the confirmation link will take you back to the Training Portal and you will be logged into your account. Now click '**Dashboard**' under the 'ELIS ADMINISTRATION' block.

Step 5: Your Dashboard will show all of your assigned programs and their inclusive courses. Click on a course title to start training. The course will open in a new browser window. (If the course content is not immediately visible, close the window & open it again.) Please confirm that you have allowed for pop-ups so this window can open.



Course Description	Class Instance	Description	Score	Status	Date
Basic Food Safety eStart	BFSE-BFSTT	This course will teach how to save food.	0.00	Not Completed	NA
GMP eStart	GMPE-BFSTT	GMP eStart course	0.00	Not Completed	NA

Step 6: Complete the activities within the course and the final assessment to fulfil the competency requirements for the course. Print your Certificate at the time of course and quiz completion.

Your status in a course will be available under 'Dashboard'. To view your course statistics, expand Reports -> User Reports and click 'Individual Course Progress Report'.