

SERVSAFE COURSE & ASSESSMENT

- ✓ Go to Food Bank of South Central Michigan's website (www.foodbankofscm.org)
 - On the home page, look for the orange banner at the top of the page.
 - In the orange banner, you will see "Volunteer Login", "Agency Resources" and "Newsroom". Click on Agency Resources.
 - When this page pulls up, on the right hand side you will see "Food Safety". Scroll below this icon and you will see a link for "ServSafe Training". Click on the link.

- ✓ At the ServSafe homepage
 - When you reach the homepage, click on "Start Training Today".
 - Click on "ServSafe Food Handler" from the list across the top of the page.
 - At the next page, there will be a large orange block called "Get Started Now".
 - Enter "Michigan" where it asks for the state and click "Submit".
 - On the next page, scroll down a little ways until you see "ServSafe Food Handler Online Course and Assessment Bundle", SSECT6. Add this course to your cart.
 - The next page will ask you to log in or to register.
 - If you are already registered, enter your user ID and Password **OR**
 - Create a new profile
 - After you are logged in and the course is in your cart, hit the "View Cart" button.
 - Click on "Checkout"
 - At Step 1, your name and address should be entered, if everything is correct click on the "Continue" button.
 - At Step 2, enter your credit or debit card information.
 - Be sure the billing address matches your card's address!
 - At Step 3, enter the Coupon Code FEEDAMER10 then hit "Apply Coupon". This should change the price to \$10.50.
 - If everything is correct, click on "Checkout".
 - The next page should give you the option to open the course you just purchased. You will also be sent several emails, one will be an invoice showing the purchase cost and the payment made. The next email will be a verification of your course with a "Key Code". (Keep this number handy until you finish the course as you will need for the assessment / test at the end.) Once ALL the modules of the course are completed, you

will be prompted to take the assessment/test. You WILL need the KEY CODE emailed to you for your assessment testing.

- When you complete the course and take the online test, you will be given an opportunity to print a copy of your certificate. We suggest you print two, one for your records and one to send to the Food Bank.