



Note:** There is no fee for completing the online ServSafe course when taken from the Learning Zone. Although the online course is not required, it is ***strongly recommended to support Learners in preparing for the exam. Yum! also receives a discounted rate for online ServSafe Exams.



Need Help Getting Started?

ServSafe Customer Service:
1-800-765-2122
ServiceCenter@restaurant.org

Yum Account Manager:
Catherine Vandermer
cvandermer@restaurant.org

Visit the [ServSafe Manager Resource Center](#) Help Documents and Videos

- Go to Hut Link > Programs > Food Safety > Food Safety Training and click the ServSafe icon.
- Log In** to existing ServSafe.com account or **Create New Account** and complete step 3.
- If necessary, create a new ServSafe.com account: enter your **Learning Zone User ID, Brand, and Store Type**. Click **Submit** to continue.
- Select **ServSafe Manager Online Exam** (\$24.48).
- Add the exam to Shopping Cart.**
- A window will appear containing the message “In Order to Use this Product You Will Need A Proctor.” **Close Message** to proceed.
- Click **Checkout**, and enter your personal information to purchase the exam.
- You will receive an E-mail with the **Exam Access Code**. Save this information.



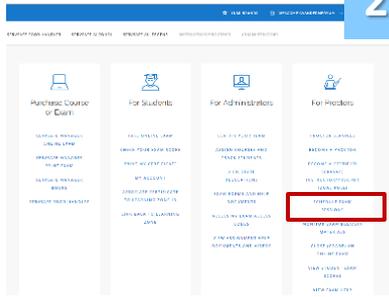
7.

ServSafe® – Proctor Job Aid

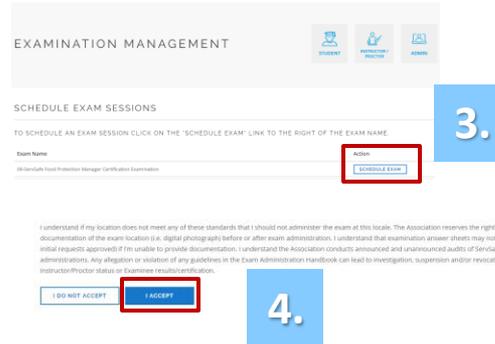


Schedule Exam

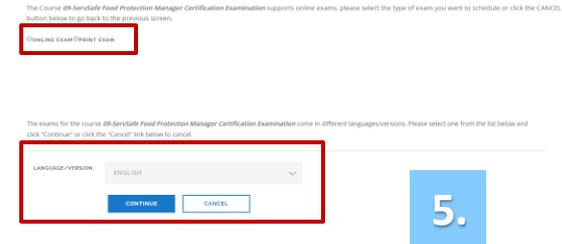
1. Logon to ServSafe through Hut Link > Programs > Food Safety > Food Safety Training and click the ServSafe icon.
2. Select **Schedule Exam Sessions.**



3. Select **ServSafe Food Protection Manager Certification Examination.**
4. Review the Examination Request Agreement Form and Click **I Accept.**

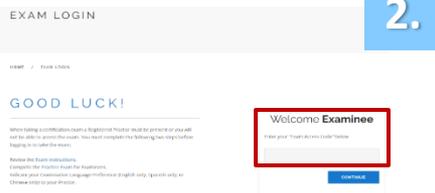


5. Select **Exam Type, Language,** and Complete **Examination Request Form.**
6. The **Proctor Access Code** will be emailed to you. Save this information.

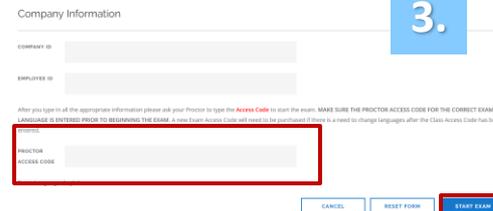


Proctor Online Exam

1. **Learner logs in to the Learning Zone** and accesses exam per Learner job aid.
2. Enter the **Exam Access Code** from purchasing the online exam voucher.



3. When Learner is ready, Proctor enters the **Proctor Access Code** and selects **Start Exam.**
4. When Learner has completed the exam, Proctor re-enters the **Proctor Access Code** and selects **Finish.**



5. When all learners have finished, Proctor logs in to ServSafe.com. Click **Instructor Proctor Tab / Exam Management.**
6. Scroll down, **Select In-Progress (Online).** Select **Exam Session** and **View Progress.**
7. Scroll down, Select **Grade Class.**

