## ServSafe<sup>®</sup> – Proctor Job Aid







**\*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.

Exam



3.

Schedule

Proctor Exam



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** 

- Purchase Exam
- 1. Go to Hut Link > Programs > Food Safety > Food Safety Training and click the ServSafe icon.
- 2. 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.



4. Select ServSafe Manager **Online Exam** (\$24.48).

- 5. Add the exam to **Shopping Cart.**
- 6. A window will appear containing the message "In Order to Use this Product You Will Need A Proctor." Close Message to proceed.
- 7. Click **Checkout**, and enter your personal information to purchase the exam.
- 8. You will receive an E-mail with the Exam Access **Code.** Save this information.



## ServSafe<sup>®</sup> – Proctor Job Aid

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

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

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3. When Learner is ready, Proctor

and selects Start Exam.

4. When Learner has completed

enters the Proctor Access Code

the exam, Proctor re-enters the

**Proctor Access Code** and selects

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

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- 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.

EXAM LOGIN

GOOD LUCK!

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Finish.

- 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.

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<u>Schedule Exam</u>