WELCOME NEW STUDENTS!
Food Safety Essentials is an internet based professional development website. The site provides relevant information to help you learn your role in food safety. This website also maintains a personalized transcript to help you and your supervisor track the courses you have successfully completed.

INSTRUCTIONS
The purpose of this document is to provide instructions for how to register and access Food Safety Essentials. If you have any questions about this information, please contact your administrator listed below.

STEP 1 – SIGN ON THE INTERNET:
To access Food Safety Essentials you must always logon to the internet and open the www.foodsafetyessentials.net website.

STEP 2 – REGISTRATION…FOR FIRST TIME USERS:
NOTE: If you have already registered, or have a login written below, skip to STEP 3 – LOGIN.
Click on the Register link and follow the instructions. The Register link is a blue word on the right side of the screen, below the student login area. Important: Remember your username and password! The Authorization Code is listed at the bottom of this sheet. You will now need to enter your user name and password (STEP 3).

STEP 3 – LOGIN:
- Enter your username in the “username” box.
- Enter your password in the “password” box.
- Click the login button.

STEP 4 – WELCOME PAGE OPTIONS:
Scroll down to one of the following areas:

To take a course
Under “Registered Courses” your current courses will be listed as well as any courses you have completed. Click on a course number to access the course material. After you have reviewed the course material, close the web page and click post-test to complete the exam.

To register for a course
Scroll down and click on Course Catalog (if you cannot click on this button, your company administrator has restricted student access and will enroll you in courses directly).
Select one of the courses and click the Register button.

To view course transcripts/print certificates
Click the Course Transcripts button.
Select “Food Safety Essentials” and click the Submit button.

To log off
Click the Log Off button when you are finished accessing your Welcome Page options.
NOTE: The system will automatically close your browser windows to help keep your information secure.

Your username: _____________________________ Company Administrator: ______________________
Your password: _____________________________ Authorization Code: _______________________
Division (if applicable): ______________________