



## Annual Training

This is Levy's Annual training which is required... Annually. This training takes approximately 30 minutes to complete.

On the next page you will also learn about Levy's "ServSafe" training which is required every three years.

- **Please use a computer when doing alcohol training rather than a phone or tablet.**
- Head to: <https://npo-training.videoshowcase.net/>
- Fill out first, last name
- Location: LOWER.COM FIELD
- E-mail: (your e-mail)
- Group Name: Grove City High School Band Boosters
- Submit the form
- You will be presented with the training video.

Once you have completed the training, you will be asked to enter your name and e-mail. If you want a copy of your certificate, put your own e-mail in there and then when you receive it forward to: [levy@gchsbands.org](mailto:levy@gchsbands.org) If you want to send the certificate directly to the Levy Chair, you can put [levy@gchsbands.org](mailto:levy@gchsbands.org)

The certificate will also download for you to have a copy.

[Continue for ServSafe Training information.](#)

*Levy*

# SERVSAFE

RESPONSIBLE ALCOHOL SERVICE

USER GUIDE

2024

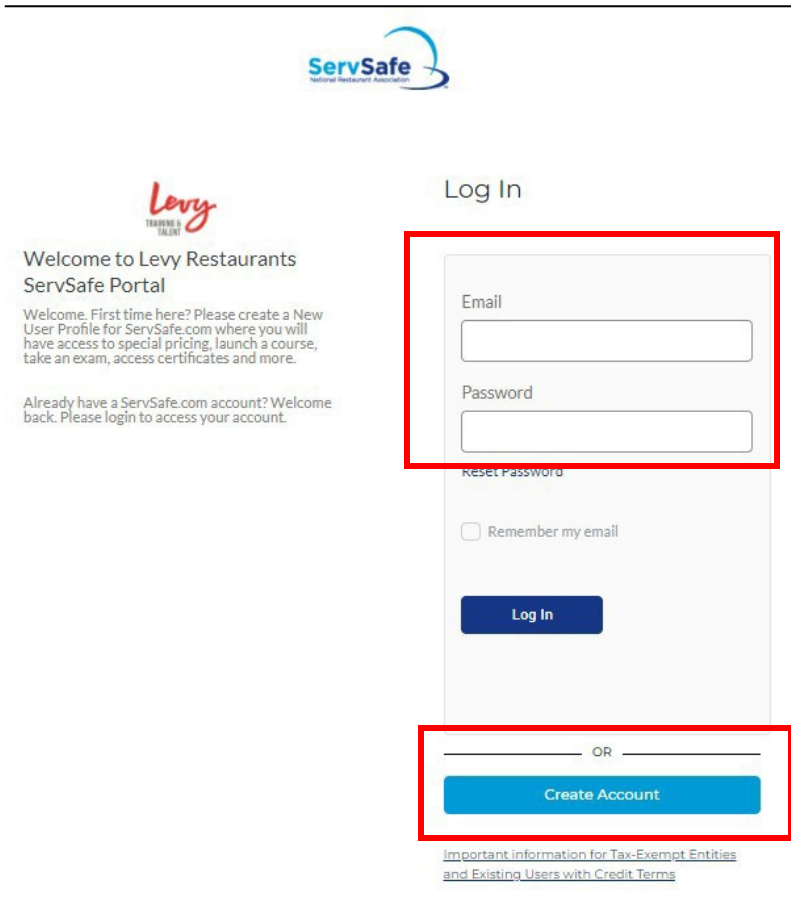
## **LIFECYCLE OF ONLINE TRAINING**

- Manager provides help guide on how to complete the online ServSafe alcohol course and primary exam
- Team member completes online course and primary exam (no proctor required)
- Team member will then show in weeklyreport

# HOW TO BECOME SERVSAFE CERTIFIED

If you do not have a Levy email address, [CLICK HERE to access the Levy/ServSafe portal](#)

**IMPORTANT:** Do NOT bookmark this link, this is a secured portal therefore you must always access through the above link posted on the Levy Dish RAS page



Enter your existing ServSafe User ID and Password and click “Login”, *or create a new account by selecting “Create Account”*

If you need to create a new account, you will complete the following questions:

NOTE: Your User ID and Password will be one that you make up yourself if you are creating a new account, make sure to save your User ID and Password for future log-ins.

### NEW USER REGISTRATION

Are you an EXISTING USER or a TAX-EXEMPT ENTITY?

FIRST NAME \*

M.I.

LAST NAME \*

TITLE

COMPANY NAME

COUNTRY \*  ▼

STREET ADDRESS \*

CITY, STATE, ZIP \*

USER ID \*

EMAIL \*

PASSWORD \*

REPEAT PASSWORD \*

PHONE \*

FAX

Write down the Username and Password you created; your supervisor will not have that information. You will also need to log-in with that info to retrieve your certificate after you complete your training

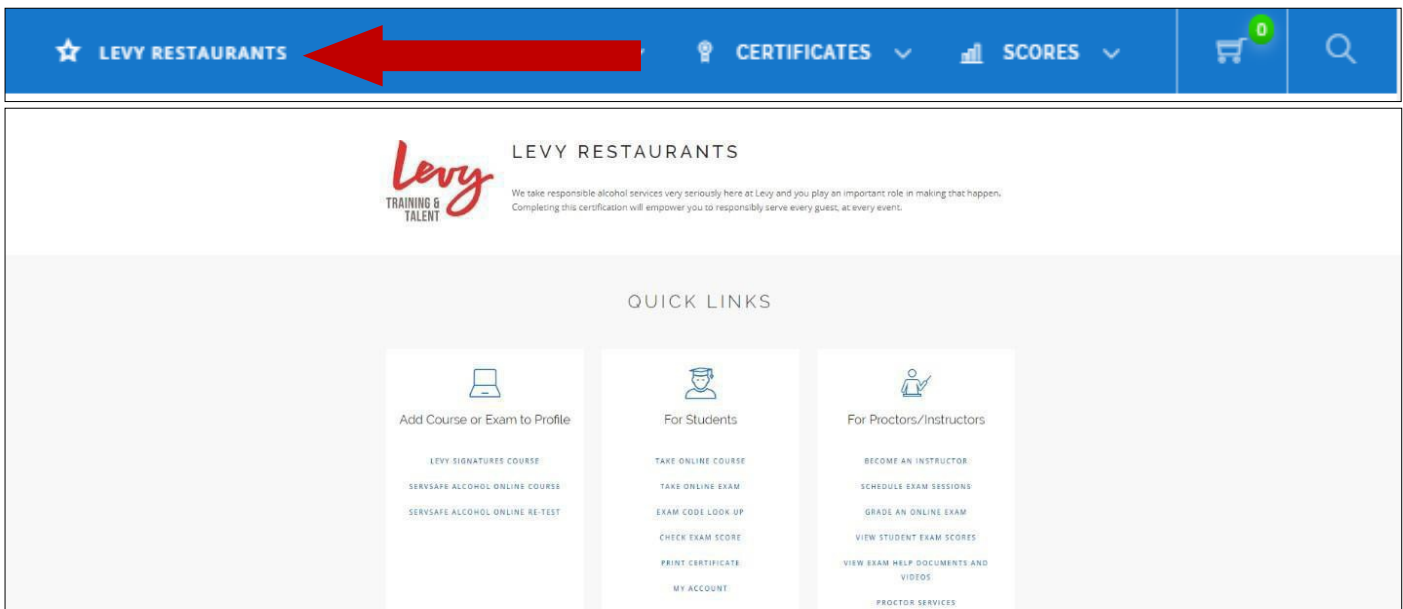
Under "Your Role" enter in Job title "NPO" and Job Role "Other" and put in "NPO" in the role.

Enter the employee ID: 11111111

Go to the location finder and search for "lower" in the search field and select "Lower.com Field"

Location Code is "Crew"

After logging in you will see the Levy Restaurants home page, to return to this page at any time, click "Levy Restaurants" at the top of the page.



On the top bar click “ServSafe Alcohol”



SERVSAFE MANAGER

SERVSAFE FOOD HANDLER

SERVSAFE ALCOHOL



On the next screen type your location’s state and select “Submit”

A blue rectangular screen with a white circular icon at the top center containing a blue scale icon. Below the icon is the text "Get Started Now". Underneath is a paragraph of text: "Alcohol service involves many risks. Prepare yourself to handle these risks with responsible alcohol training from a trusted and experienced source, the National Restaurant Association." At the bottom are two white rectangular buttons: the top one says "ENTER STATE OR PROVINCE" and the bottom one says "SUBMIT". Two red arrows point from the right side of the screen towards the "ENTER STATE OR PROVINCE" button and the "SUBMIT" button.

On the next screen locate your course and select “Add to Profile.”

NOTE: Team members from Maryland will choose the ServSafe Alcohol Online Course and Proctored Exam.

All Non-Maryland Team Members



ServSafe Alcohol Online Course  
and Primary Exam-3rd Edition

SSAOLP3

ADD TO PROFILE

Maryland Team Members



ServSafe Alcohol Online Course  
and Proctored Exam

English and Spanish 3rd Edition online  
course and proctored (advanced) exam

**(ONLY FOR USE IN MARYLAND AND FOR  
INSTRUCTORS) - SSA3ONCPRX**

ADD TO PROFILE

On the pre-purchase confirmation screen, select “Add to Profile” Levy corporate will be billed for the cost of the course. Your exam access code should auto-populate and will be emailed to your email address

SSAOLP3 Has Been Added To Your Profile!



ServSafe Alcohol Online Course and Primary Exam-3rd Edition  
NOW IN ENGLISH AND SPANISH! - SSAOLP3

Get started right away with your new course or exam by selecting one of the options below.

TAKE ONLINE COURSE

TAKE ONLINE EXAM



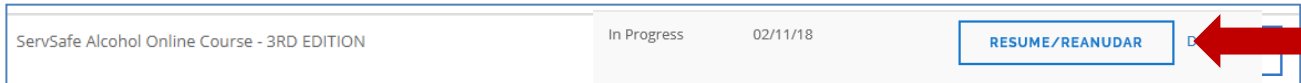


On the next screen locate your course and select “Launch”

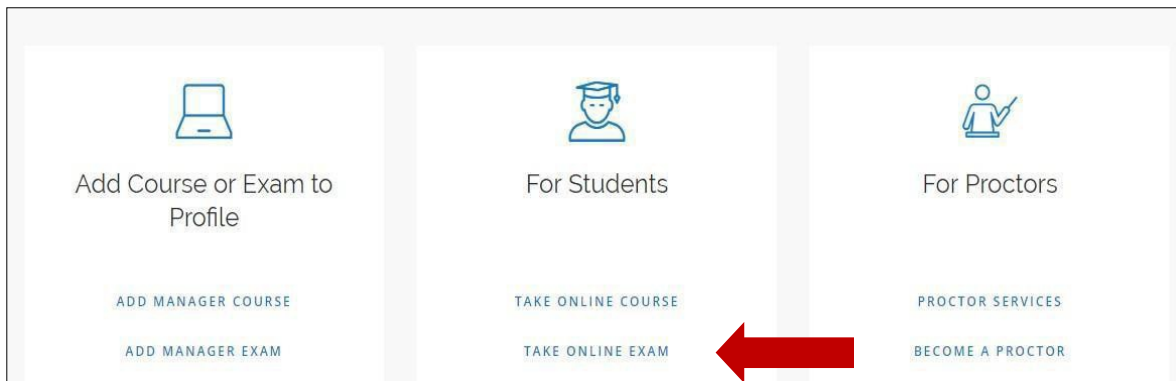


On the course welcome screen, select your state (if listed) or “Other” from the drop-down box to print any state specific course information. Select “Begin Course”

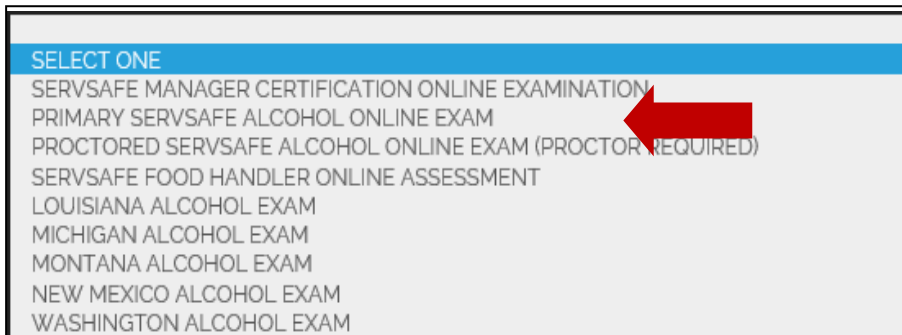
Students have 90 days to complete the course. If student exits, the course will bookmark student’s progress. To resume, click the “Take Online Course” link on the homepage and select “Resume” on the next screen.



Follow the course instructions and complete the ServSafe Alcohol Course. When the course is complete click “Take Online Exam” on the quick links page.



Select your ServSafe Alcohol exam type from the drop-down box.  
Hourly Team Members: Select Primary ServSafe Alcohol Online Exam



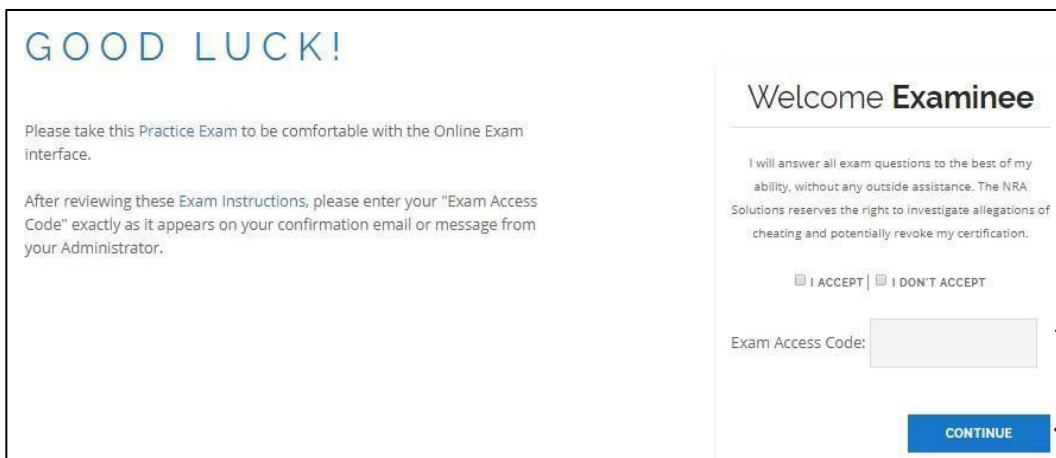
SELECT ONE

- SERVS SAFE MANAGER CERTIFICATION ONLINE EXAMINATION
- PRIMARY SERVS SAFE ALCOHOL ONLINE EXAM
- PROCTORED SERVS SAFE ALCOHOL ONLINE EXAM (PROCTOR REQUIRED)
- SERVS SAFE FOOD HANDLER ONLINE ASSESSMENT
- LOUISIANA ALCOHOL EXAM
- MICHIGAN ALCOHOL EXAM
- MONTANA ALCOHOL EXAM
- NEW MEXICO ALCOHOL EXAM
- WASHINGTON ALCOHOL EXAM

It will ask you to fill out a series of fields. For current employer put "Levy - NPO"  
You can ignore the company and employee ID questions.

On the exam page enter the exam code that will pre-populate and will be emailed to you after purchasing the course, and select "Continue." NOTE: If you cannot locate your exam access code, click "Exam Code Look Up" on the homepage and search for your exam access code.

If you go directly to the exam, it will be prefilled in for you.



GOOD LUCK!

Please take this Practice Exam to be comfortable with the Online Exam interface.

After reviewing these Exam Instructions, please enter your "Exam Access Code" exactly as it appears on your confirmation email or message from your Administrator.

Welcome **Examinee**

I will answer all exam questions to the best of my ability, without any outside assistance. The NRA Solutions reserves the right to investigate allegations of cheating and potentially revoke my certification.

I ACCEPT |  I DON'T ACCEPT

Exam Access Code:

CONTINUE

Once the course and exam are complete, your result will be uploaded to the ServSafe database automatically. From there, you have to click on "Levy Restaurants" at the top and then see in the center under "For Students" choose "Print Certificate". On this page, enter **levy@gchsbands.org** in the box and choose "EMAIL THIS CERTIFICATE". You may also choose to print the certificate to display later.