

Welcome to the

School Food Handler Family!



Get Started With Your New Done For You: Professional Standards Training Website!





Welcome to **SchoolFoodHandler.com**,
your child nutrition department's all-in-one
education and staff tracking tool.

Designed to help you easily meet the
USDA Professional Standards requirements.

The next slides will give you quick and easy
steps to get your program up and running.

Happy Learning!



Logging on to SchoolFoodHandler.com

1



Your district has been assigned a unique web address that will contain the name of your school district.
Here's your district web address:
<https://crane.schoolfoodhandler.com/>
Open a web browser and enter your assigned web address.

2

Enter your assigned user name and password.
Username: (your first and last name or the first part of your email address)
Password: Welcome1!



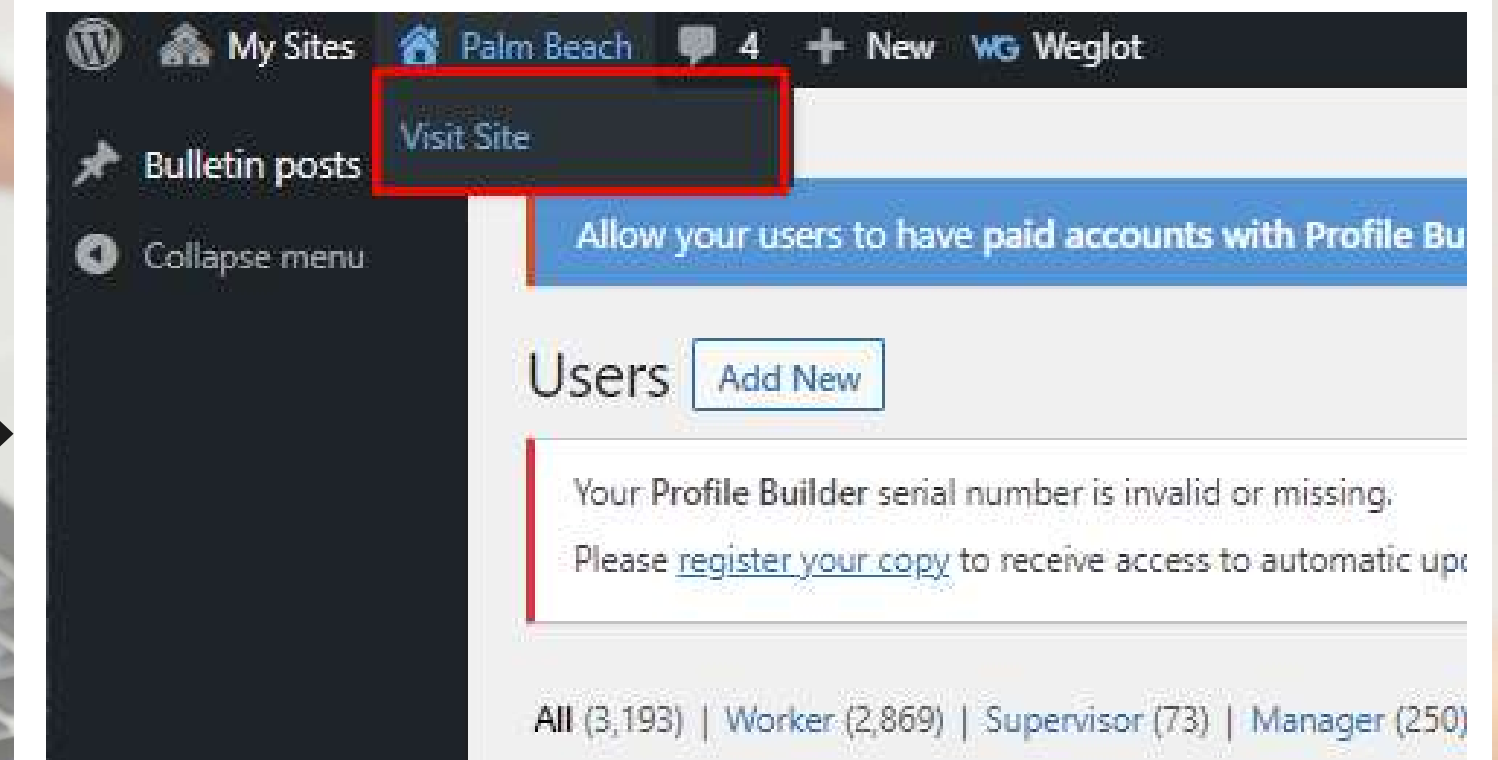
Please Note: All usernames are unique and different for each employee. Please check with your Director to obtain your correct login information.

Accessing Your Profile Page

To access your main profile page, hover your mouse over to the left side of your screen where it says **My Profile**.



***Note:** If you're being directed to the wp-admin page or the back-end of your dashboard, hover your mouse over to the top navigation bar on your director dashboard page and look for a Home icon with your site's name. Click on **"Visit Site."** This will take you to the front end or your main profile page.



Editing your profile information

SCHOOL FOOD HANDLER

My Profile
Courses
Reports
Bulletin
Resources
Help Center
EN

Bob Tester, @bobtester District Office

No earned milestone badges found.

PROFILE CERTIFICATES BADGES SETTINGS NOTIFICATIONS 1 MESSAGES MY SITES

User Name	bobtester	
First Name	Bob	Edit
Last Name	Tester	Edit

Editing and making changes to personal information is quick and easy for you and your staff from the **“Profile Page”**.

From your profile, hit the **Edit** button and it will give you the options to make changes to necessary personal information.

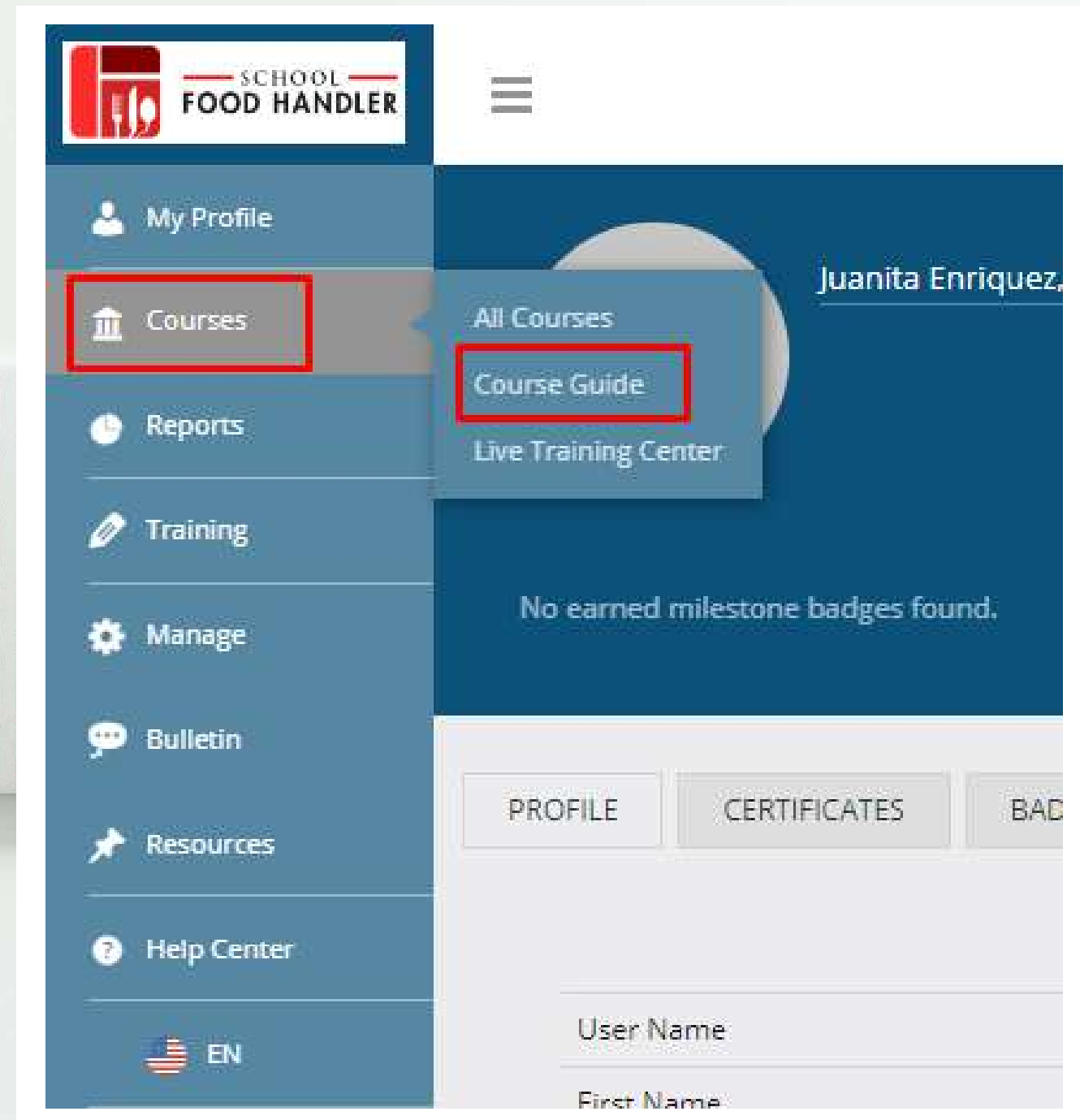
Do not forget to scroll all the way to the bottom of the page and hit the **Save** button to save all the changes that you made.

Starting your first course

From your main **Profile Page**, hover your mouse over to the left side of your screen where it says **Courses**. This will give you another menu selection.

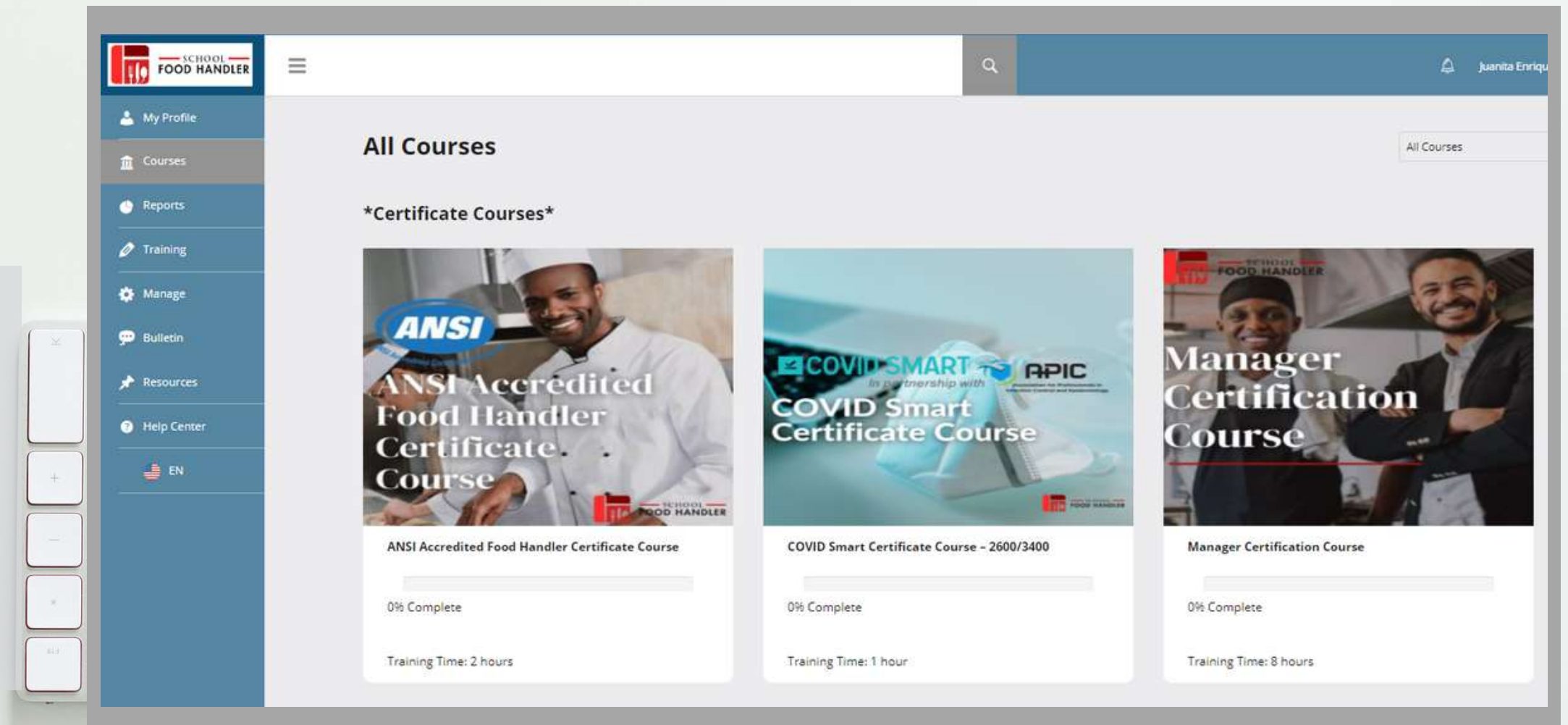
If your Director has assigned courses for you, click **Course Guide** to access them.

In case there are no assigned courses yet, you can click **All Courses** instead and this will take you to all of the courses that we have on the website.



Starting your first course

Once you are inside your course area hover your cursor over the desired course or the course assigned to you.



The screenshot shows a web application interface for 'SCHOOL FOOD HANDLER'. On the left is a blue sidebar menu with options: My Profile, Courses, Reports, Training, Manage, Bulletin, Resources, Help Center, and EN. The main content area is titled 'All Courses' and features a search bar and a user profile 'Juanita Enriqu'. Below the title, there is a section for '*Certificate Courses*' displaying three course cards. Each card includes a cover image, the course title, a progress bar at 0% Complete, and the training time. The first card is 'ANSI Accredited Food Handler Certificate Course' with a 2-hour training time. The second is 'COVID Smart Certificate Course - 2600/3400' with a 1-hour training time. The third is 'Manager Certification Course' with an 8-hour training time.

Course Title	Training Time
ANSI Accredited Food Handler Certificate Course	2 hours
COVID Smart Certificate Course - 2600/3400	1 hour
Manager Certification Course	8 hours

Starting your first course

SCHOOL FOOD HANDLER

My Profile
Courses
Reports
Training
Manage
Bulletin
Resources
Help Center
EN

Course
Developing Menus – 1110/1150/1170
In this course, you will learn where to start when it comes to developing your menus, how to work within your budget and recognizing your resources.

DEVELOPING MENUS

Training Time: 15 minutes
Progress
0 out of 2 steps completed

Add to Course Directory

Lessons

Developing Menus - 1110/1150/1170

Exams

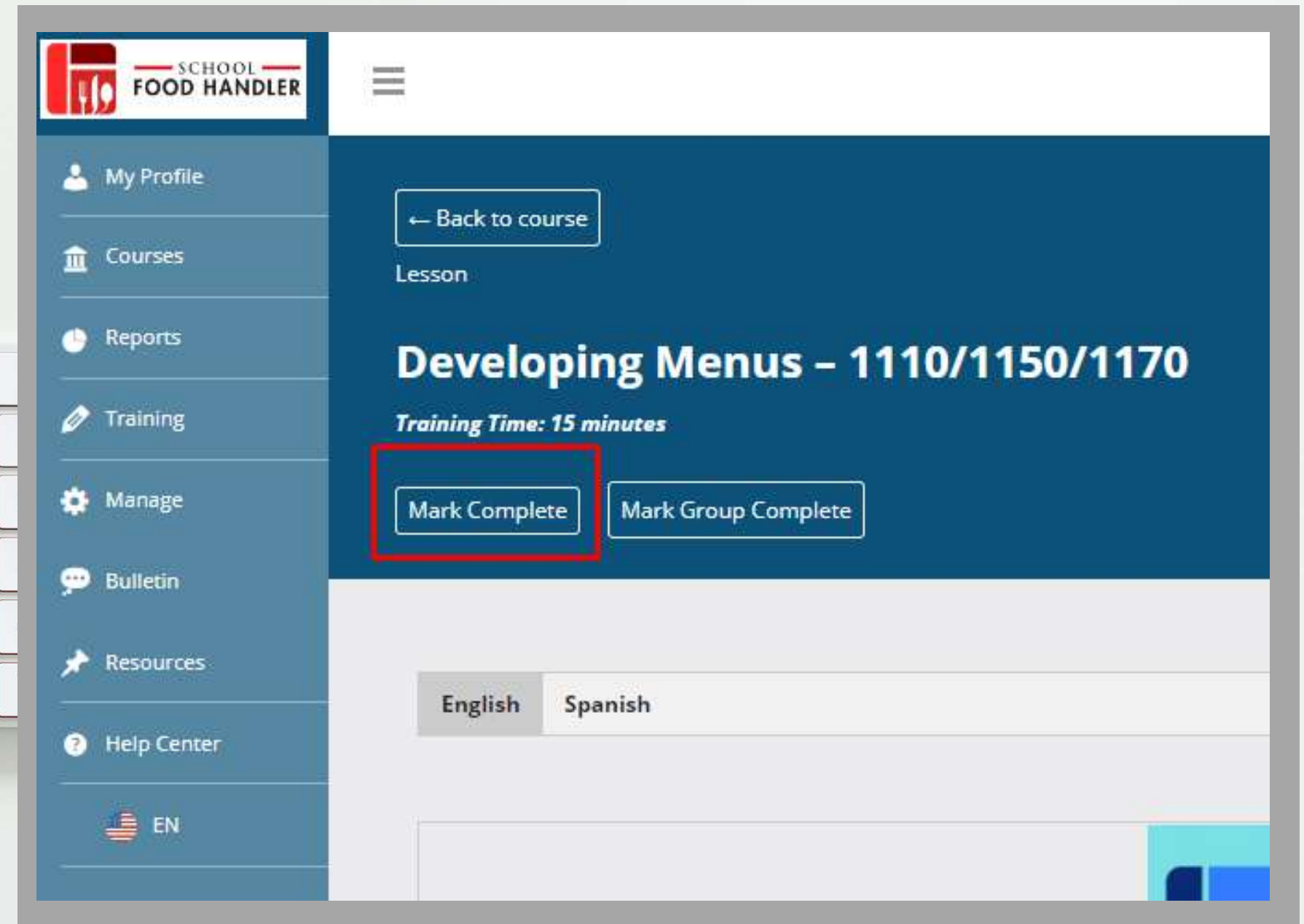
Developing Menus Exam

Begin a course by clicking **“Start Course”** or click on the course title in the **“Lessons”** area.

Starting your first course

After completing the course click on **“Mark Complete”** to record completion on the reports.

Additional help setting up for taking a course can be found at the **“Help”** button on your **“Profile Page”**. Simply click the appropriate tutorial link to assist you with this process.



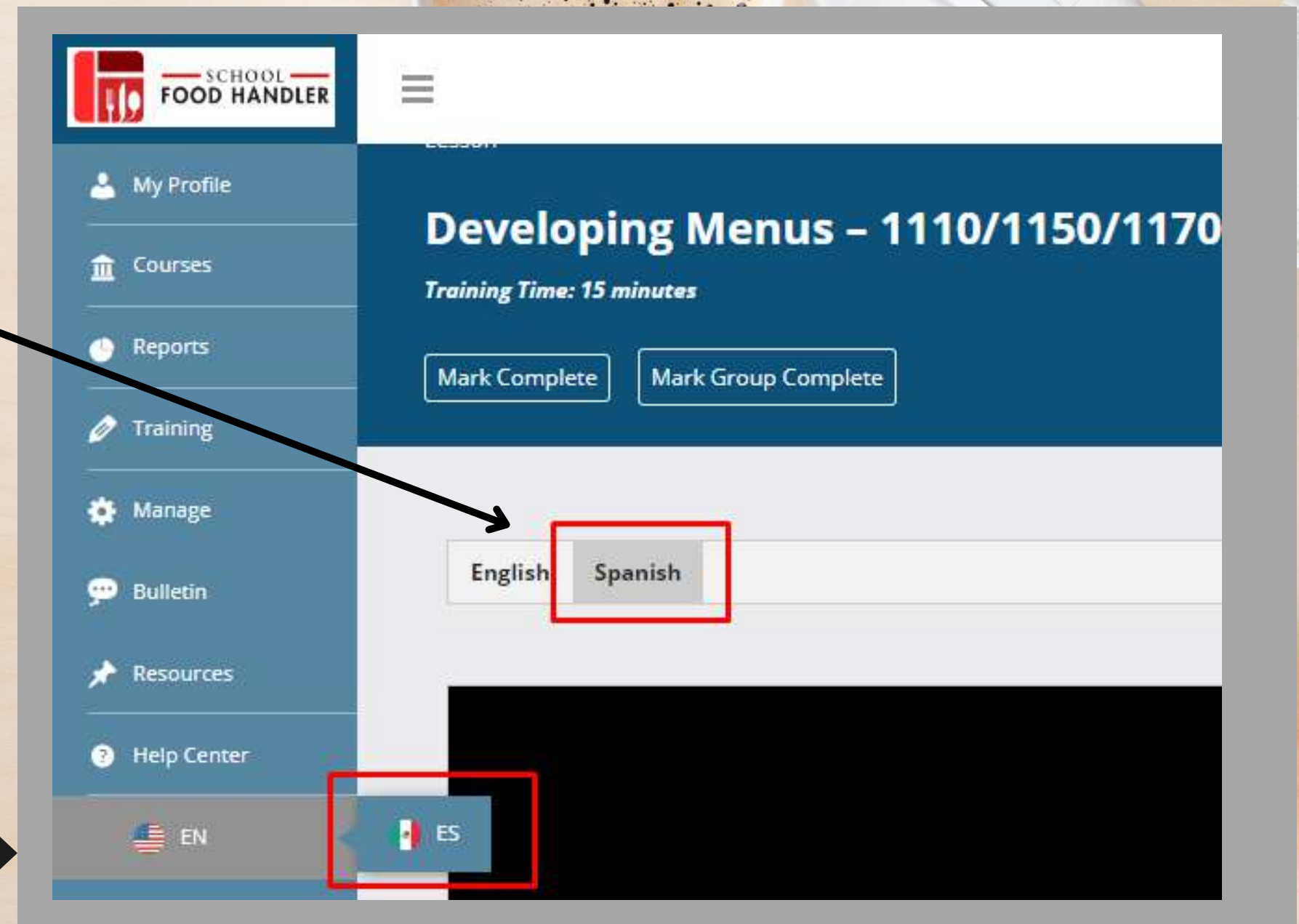
The screenshot displays the 'SCHOOL FOOD HANDLER' web application. On the left is a navigation menu with options: My Profile, Courses, Reports, Training, Manage, Bulletin, Resources, Help Center, and EN. The main content area shows a 'Lesson' titled 'Developing Menus - 1110/1150/1170' with a 'Training Time: 15 minutes'. Below the lesson title are two buttons: 'Mark Complete' (highlighted with a red box) and 'Mark Group Complete'. A 'Back to course' button is located at the top of the lesson area. At the bottom, there are language selection buttons for 'English' and 'Spanish'.

Translating into Spanish

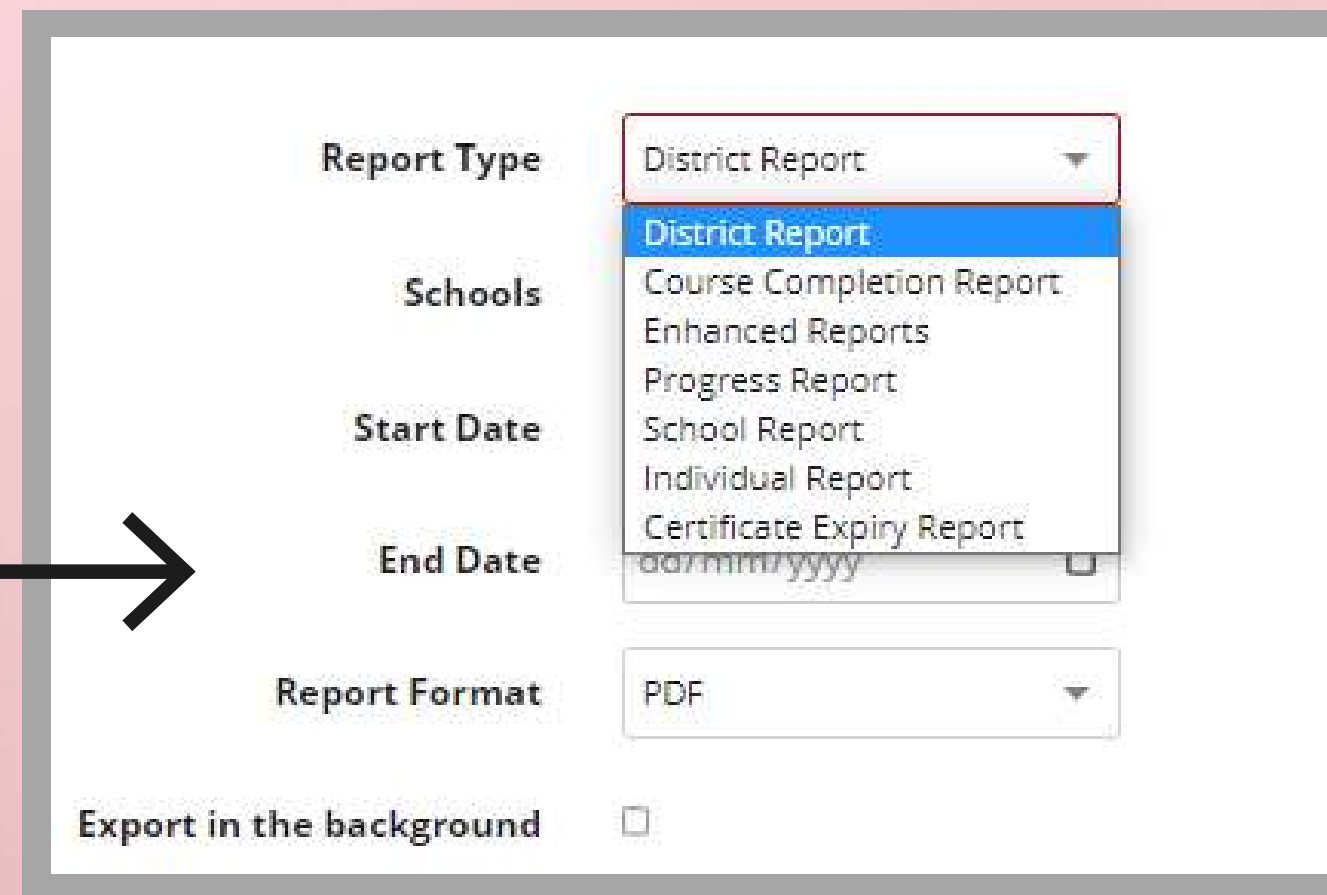
To translate the course into Spanish, toggle this button and click Spanish. This will automatically show the translated version of the course. You also have the option to download its printable version.

To translate the page into Spanish, click on the small rectangular box at the bottom left corner of your screen that says "EN".

If you click that box, another box will appear above it that says ES or Español. Click Español and the page will automatically be translated to Spanish.



Running a report



View your district's performance in a snap by running reports!

From the “**Profile Page**” on the left-hand navigation bar, hover your cursor over “**Reports**” and select the desired report that you want to run.

Running a report

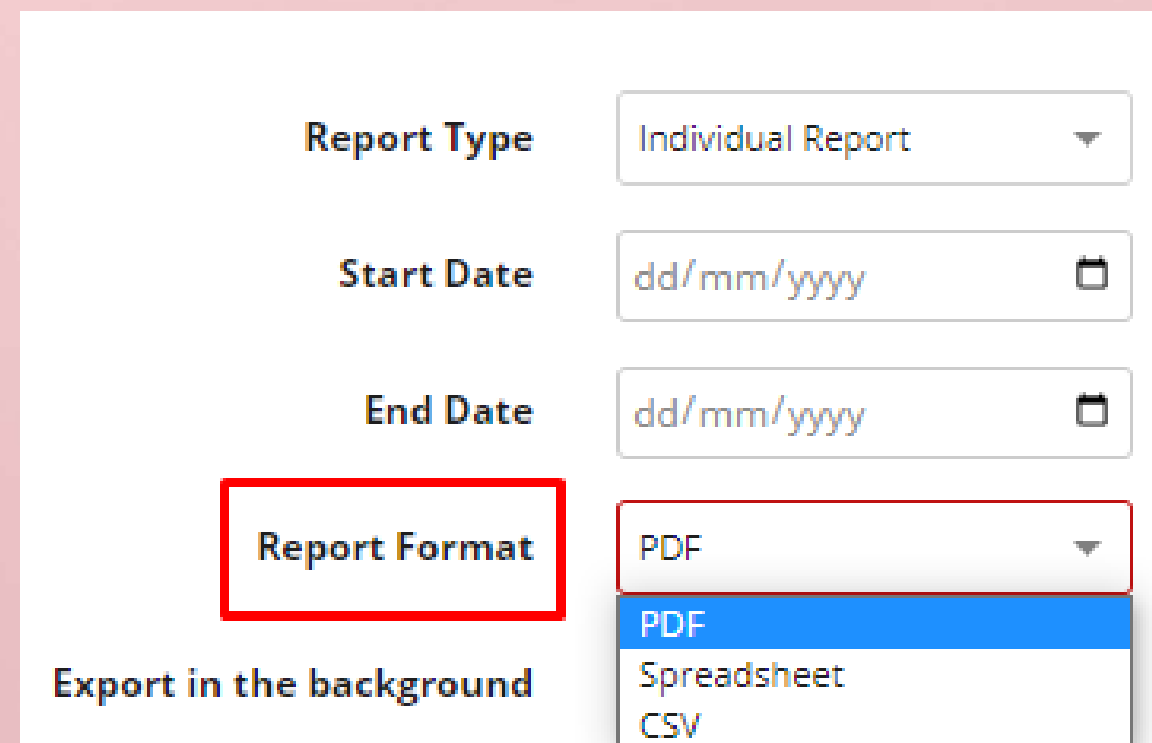
- **Individual reports** are designed for you to be able to see one individual employee's report at a time. You can also view your own report on the individual report page.
- **School reports** feature lets you view everyone in your cafeteria's report at the same time.
- **District reports** give you a detailed report for the courses that each of your staff has completed, the time spent, and the date when it was completed.
- **Course Completion Report** gives you a report for the users' completed course for the entire school year and who has completed the training, or not started yet. This is an awesome report if you have assigned trainings to your staff and you wanted to see who started it or not without checking their profiles.

Running a report

- **Progress reports** show a snapshot of all your employees organized by total amount of training hours they have completed. This gives you the ability to see who still needs additional training or who needs to get caught up.
- **Enhanced reports** will allow you to modify the items displaying on your reports. Before you generate an enhanced report, you must set your format first on the "Enhanced Reports Settings" button. Click [HERE](#) for a detailed guide on how to use the Enhanced Reports feature.
- **Certificate Expiry reports** will allow you to see the expiration dates of the certificates. Click [HERE](#) for a detailed guide on how to use this feature.

Running a report

- There are multiple reporting options – “**Generate As CSV**” will produce a comma-separated spreadsheet that can open in Excel. “**Generate As Spreadsheet**” These spreadsheets will allow you to easily manipulate the data as desired. The “**Generate As PDF**” option will produce a downloadable locked document organized in alphabetical order. All of the options can easily be printed.



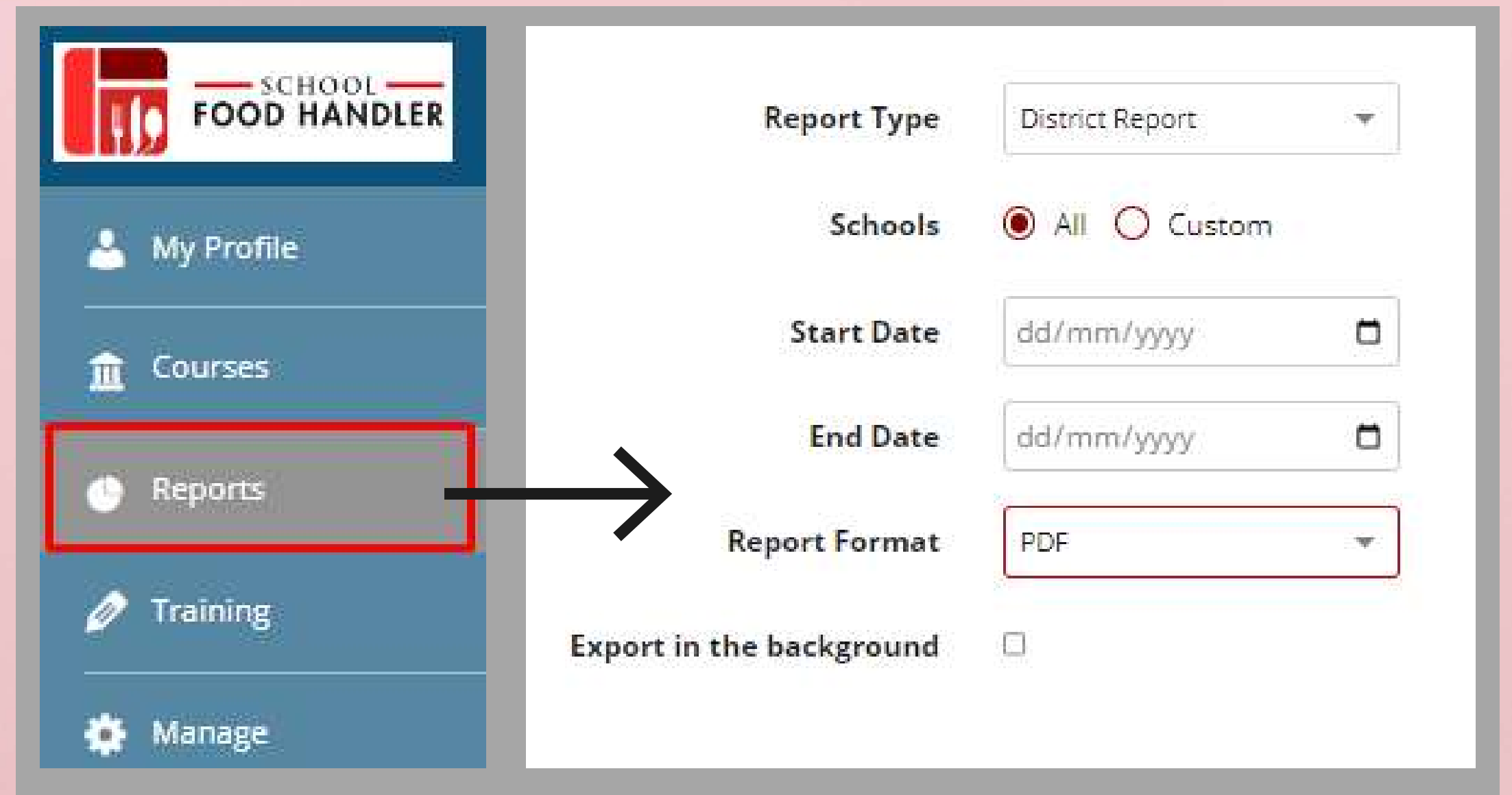
The screenshot shows a form for generating a report. It includes the following fields:

- Report Type:** Individual Report (dropdown)
- Start Date:** dd/mm/yyyy (calendar icon)
- End Date:** dd/mm/yyyy (calendar icon)
- Report Format:** PDF (dropdown, highlighted with a red box)
- Export in the background:** PDF, Spreadsheet, CSV (list)

Running a report

In the case of a **District Report** you will be asked to designate “**All**” sites or you have the option to select a range of sites using the “**Custom**” option.

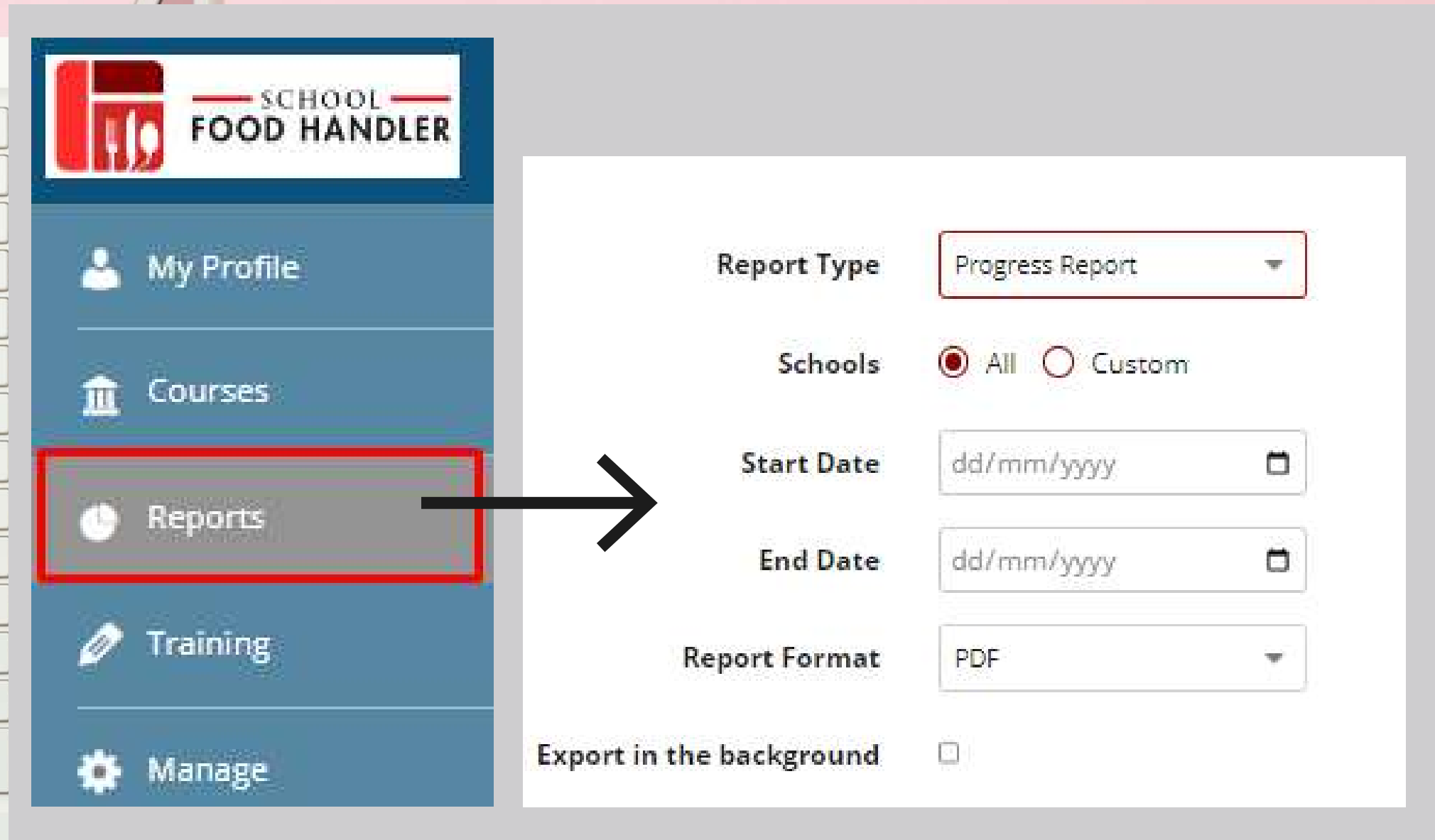
Select the appropriate date range desired and then generate your report.



The screenshot displays the 'SCHOOL FOOD HANDLER' app interface. On the left, a vertical menu contains options: 'My Profile', 'Courses', 'Reports' (highlighted with a red box), 'Training', and 'Manage'. An arrow points from the 'Reports' menu item to the right-hand configuration panel. This panel includes the following settings:

- Report Type:** A dropdown menu set to 'District Report'.
- Schools:** Radio buttons for 'All' (selected) and 'Custom'.
- Start Date:** A date input field with the placeholder 'dd/mm/yyyy' and a calendar icon.
- End Date:** A date input field with the placeholder 'dd/mm/yyyy' and a calendar icon.
- Report Format:** A dropdown menu set to 'PDF'.
- Export in the background:** An unchecked checkbox.

Running a report



The screenshot shows the 'SCHOOL FOOD HANDLER' interface. On the left is a navigation menu with options: My Profile, Courses, Reports (highlighted with a red box and an arrow pointing to the right), Training, and Manage. On the right is the 'Report Configuration' form with the following fields:

- Report Type: Progress Report (dropdown menu)
- Schools: All Custom
- Start Date: dd/mm/yyyy (calendar icon)
- End Date: dd/mm/yyyy (calendar icon)
- Report Format: PDF (dropdown menu)
- Export in the background:

In the case of a **Progress Report** you will be asked to designate **“All”** schools or you have the option to select a range of sites using the **“Custom”** option.

Select the appropriate date range desired and then generate your report.

Adding Trainings



Add Training

Training Name

Sample Training

NEXT

Add the title of your training and hit **"Next"**

Editing Trainings

Edit Training

<input type="checkbox"/>	Name	Trainee	Categories	Training Time (m...)	Publish Date	Completion Date...	Attachment
<input checked="" type="checkbox"/>	Sample Training	West Christian	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Tommy Zilla	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Sara Bezdrob	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Melisa Christian	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Maria Rodriguez	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Maria Hostetler	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Juanita Enriquez	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Camille Graham	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment
<input type="checkbox"/>	Sample Training	Bart Christian	2210-Identify/serve portions of food item...	00:30	July 13, 2022	July 11, 2022	No Attachment

Page 1 of 47 | Results per page 20 | Showing 1 - 20 of 926

Click to Edit

EDIT TRAINING WITH ID 4686: SAMPLE TRAINING

DELETE SELECTED TRAINING

To delete a training, click this button. Clicking this will take you to a warning window to prevent accidental deletion of trainings. Once confirmed, click **OK**.

Editing Trainings

Clicking the **'EDIT TRAINING'** button will take you to this page.

Editing multiple trainings

Training Name

Sample Training

← Here you can update the title of the training.

Training Details

Key Areas

Select Topic

← Select the topic

Key Topic

< Please select a topic...

← Key Topic

Selected Categories

2210-Identify/serve portions of food items according to USDA school meal pattern requirements and diet restrictions. X

2330-Apply proper measures to prevent overt identification of students receiving free or reduced price meals. X

2430-Purchase food, supplies, and equipment through vendors, meeting school district specifications in compliance with Federal, State, and local procurement regulations and availability of USDA Foods. X

Training Time

0:30

← Training Time

Date Completed

2022-07-11

← Date Completed

← UPLOAD ATTACHMENTS

Click this button to upload your attachments. Then click **"SAVE"**. If you wish to cancel the changes you made, click on the **"CANCEL"** button.

Manage Workers

Here you can easily select the **Group, User's Role, School** and **Sort the Users by their Username, Last Name, or Time Spent.**



Manage Workers

Workers

ADD NEW WORKERS

Select Group

Select Role

Select School

Select Sort By

Select Sort

You can search workers here.

Search workers...

Rows per page: 50 1-50 of 102

Name	Email	Roles	Points
Alexis Weglot (@weglot)	support@weglot.com2	Worker	0/200

Here you can make changes to the worker's information or log in as them, by clicking **"Switch To Worker"**

Name: Alexis Weglot
Email Address: support@weglot.com
School: Demo Camelview Elementary School
Groups: Not assigned to any group.
Role: Worker
Required Time: 3 hours 20 minutes
Training Time Completed:
SNA CEU Completed: Has not completed any CEU courses.
Last Log In: 4 months ago

EDIT

Switch To Worker

ARCHIVE WORKER

Manage Workers

If you want to archive a user, click the **"ARCHIVE WORKER"** button. This is a safety feature we designed so you don't accidentally delete a contact.

You will see all the archived workers at the bottom of the page. You also have the option to **restore** them, or **delete** permanently.

Name: Angela Majoram
Email Address: angmaj11@sfh.com
Schools: Not associated with any school.
Groups: Not assigned to any group.
Roles: Office Staff
Required Time: 4 hours
Training Time Completed:
SNA CEU Completed: Has not completed any CEU cour
Last Log In: N/A

EDIT

ARCHIVE
WORKER

Archived Workers

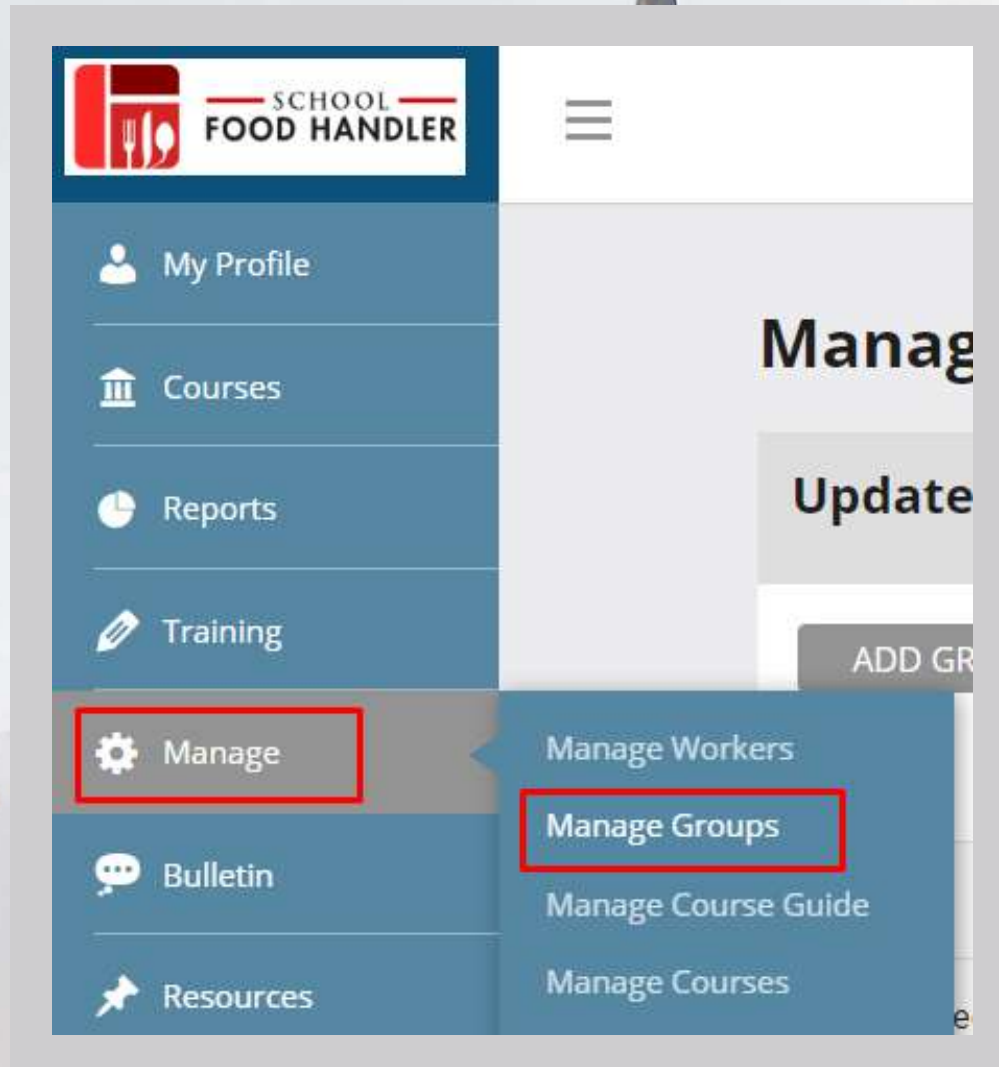
Name	Email	Roles	Points	Archived Date		
Alexis Weglot (@weglot)	support@weglot.com2	Worker	0/200	2022-07-13	▼	✕
Angela Majoram (@angmaj11)	angmaj11@sfh.com2	Office Staff	0/240	2022-07-13	▲	✕

Name: Angela Majoram
Email Address: angmaj11@sfh.com
Schools: Not associated with any school.
Groups: Not assigned to any group.
Roles: Office Staff
Required Time: 4 hours
Training Time Completed:
SNA CEU Completed: Has not completed any CEU courses.
Last Log In: N/A

RESTORE WORKER

DELETE PERMANENTLY

Manage Groups



Manage Groups

Update Groups / Add New Group

ADD GROUP

Click this button to add a group.

SFH Group

Title: SFH Group

EDIT

DELETE

Click these buttons to **edit**, or **delete** a group.

Update Groups

The screenshot shows the 'Update Group' interface for a group named 'SFH Group'. It features three tabs: 'Update Group' (highlighted with a red box), 'Assign Courses', and 'Add Outside Training'. Below the tabs is a 'Group Name' input field containing 'SFH Group'. The 'Group Users' section includes filters for 'Users Per Page' (set to 10), 'Select User Role', 'Select Employment Type', 'Select School', and 'Sort by: Username'. Below these filters are two search boxes: 'Search All Users' and 'Search Assigned Group Users'. The 'Search All Users' box contains a list of users with checkboxes; three are checked: Juanita Enriquez, Angie Kasselakis, and Angela Montierth. The 'Search Assigned Group Users' box contains a list of users with 'X' buttons next to them: Remove All, Angela Montierth, Angie Kasselakis, and Juanita Enriquez. At the bottom right is an 'UPDATE' button. Instructional callouts include: 'Use these tabs to filter and narrow down your search.' pointing to the tabs; 'Select all the users you want to add to the group.' pointing to the 'SELECT ALL' checkbox; 'Assigned users will appear here. Click the X button to remove them.' pointing to the 'X' buttons; and 'Click UPDATE to save.' pointing to the 'UPDATE' button.

Update Group Assign Courses Add Outside Training

Group Name SFH Group

Group Users

Users Per Page 10 Select User Role Select Employment Type Select School Sort by: Username

Sort by: ASC

Search All Users

- SELECT ALL
- Juanita Enriquez (@aenriquez | Demo Park Middle School)
- Angie Kasselakis (@akasselakis | Demo Camelview Elementary School)
- Angela Montierth (@amontier | Demo Park Middle School)
- Angela Majoram (@angmaj11)
- Baltimore Schools (@baltimore)
- Bart Christian (@bart)
- Brandon Durio (@bdurio | Demo Park Middle School)
- Bill Whitcomb Jr. (@billwhitcombjr | Demo Camelview Elementary School)
- Bob Tester (@bobtester | District Office)
- Bre Christian (@breezy)

Search Assigned Group Users

- Remove All
- Angela Montierth
- Angie Kasselakis
- Juanita Enriquez

Click **UPDATE** to save.

UPDATE

Update Groups

The screenshot shows a web application interface for updating a group. At the top, there are three tabs: 'Update Group', 'Assign Courses' (highlighted with a red box), and 'Add Outside Training'. Below the tabs, there is a 'Completed By' field with the date '30/06/2022'. A central instruction box says 'Use this CATEGORY tab to narrow down your search.' Below this, there is a 'Courses Per Page' dropdown set to '25' and a 'Category' dropdown menu. The interface is divided into two main columns. The left column, titled 'Search All Group Courses', contains a list of courses with checkboxes. The right column, titled 'Search Assigned Group Courses', contains a list of courses with 'X' buttons. A 'Next' button is at the bottom right of the left column. An 'UPDATE' button is at the bottom right of the right column. Annotations include arrows pointing to the 'Assign Courses' tab, the 'Category' dropdown, the course lists, and the 'UPDATE' button.

Update Group **Assign Courses** Add Outside Training

Completed By
30/06/2022

Use this **CATEGORY** tab to narrow down your search.

Courses

Courses Per Page 25 -- Select Category --

Search All Group Courses

- 2022 Sponsor Training for SFSP Staff
- 45 Day Screening- 3420
- A New Era For School Nutrition Education - 2640/3230/4120/4140
- Accepting Gift from Vendors- 3420
- AE Ropes Certification
- After School Meals Program
- All You Ever Wanted To Know About Stress
- American Indians
- ANSI Accredited Food Handler Certificate Course
- AR Acceptable Use of Technology Resources by Students & Staff 2020-2021
- Asbestos Awareness
- Asbestos Refresher

Next

Search Assigned Group Courses

- 2022 Sponsor Training for SFSP Staff
- A New Era For School Nutrition Education - 2640/3230/4120/4140
- ANSI Accredited Food Handler Certificate Course

Click **UPDATE** to save. UPDATE

Select all the courses you want to assign to the group.

Use this **CATEGORY** tab to narrow down your search.

Assigned courses will appear here. Click the **X** button to remove them.

Click **UPDATE** to save.

Update Groups

Use this page to add and upload your outside trainings.

Update Group | Assign Courses | **Add Outside Training** [X]

Add Training

Training Name

Key Area

Key Topic

Time Spent

Date Completed

Upload Attachment

Enter the Title, Key Area, Key Topic, Time Spent and Date Completed.

If you have attachments, click this button to upload them.

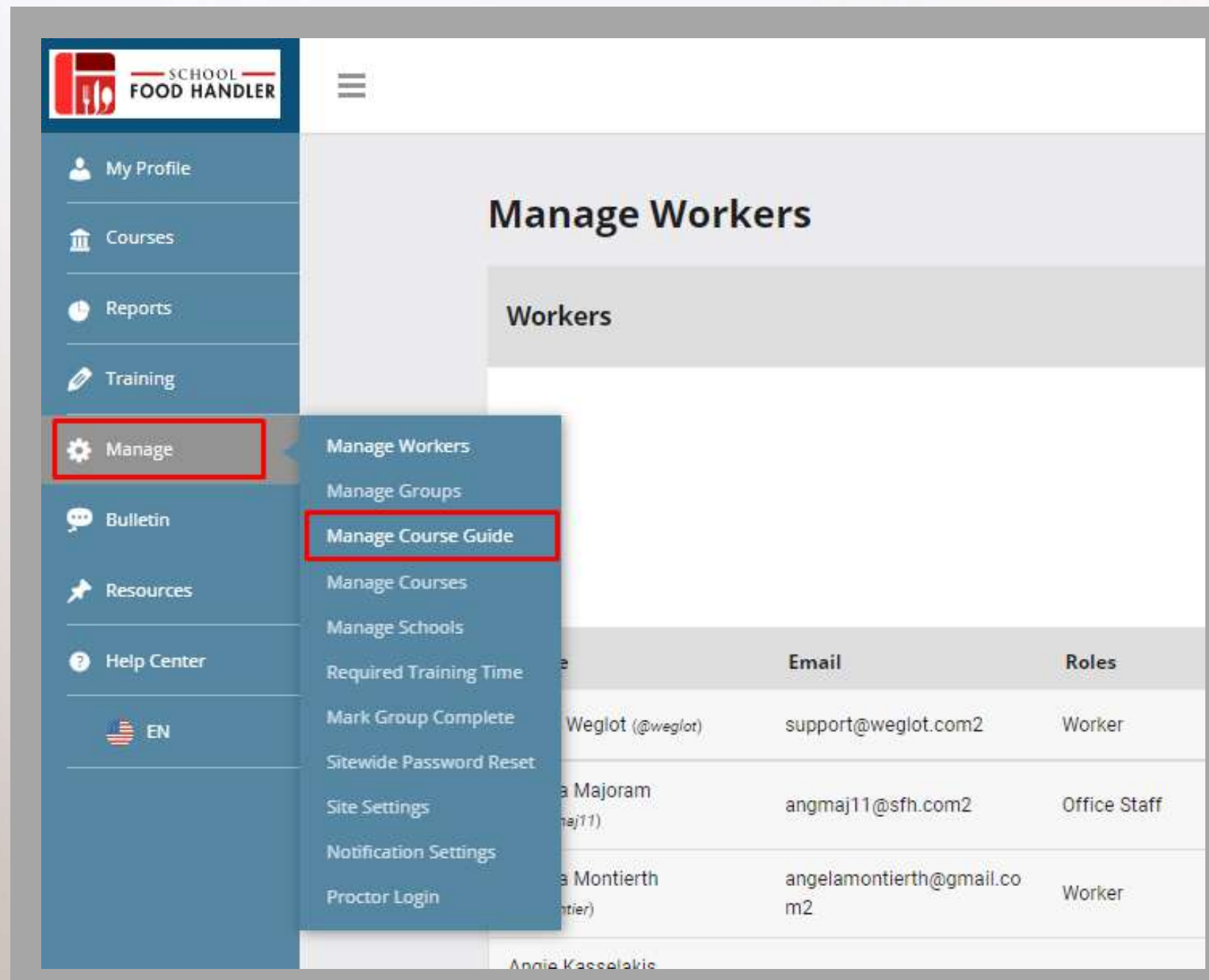
Click UPDATE to save.

To learn more about this feature, please click this button.

[Manage Groups](#)



Manage Course Guide



Easily assign trainings to your staff or set up a district-wide course curriculum for your entire department.

To do that, you need to be on your main profile page. Hover your mouse over to the bottom left corner of the screen and click **Manage > Manage Course Guide**.

Setting Up Your Course Guide

This is how the Manage Course Guide page will look once you click the button from the left navigation bar.

School Year- Select the school year you want to set the course guide for. Note that you can pre-set your course guide for the next years by selecting the drop-down box that says "School Year".

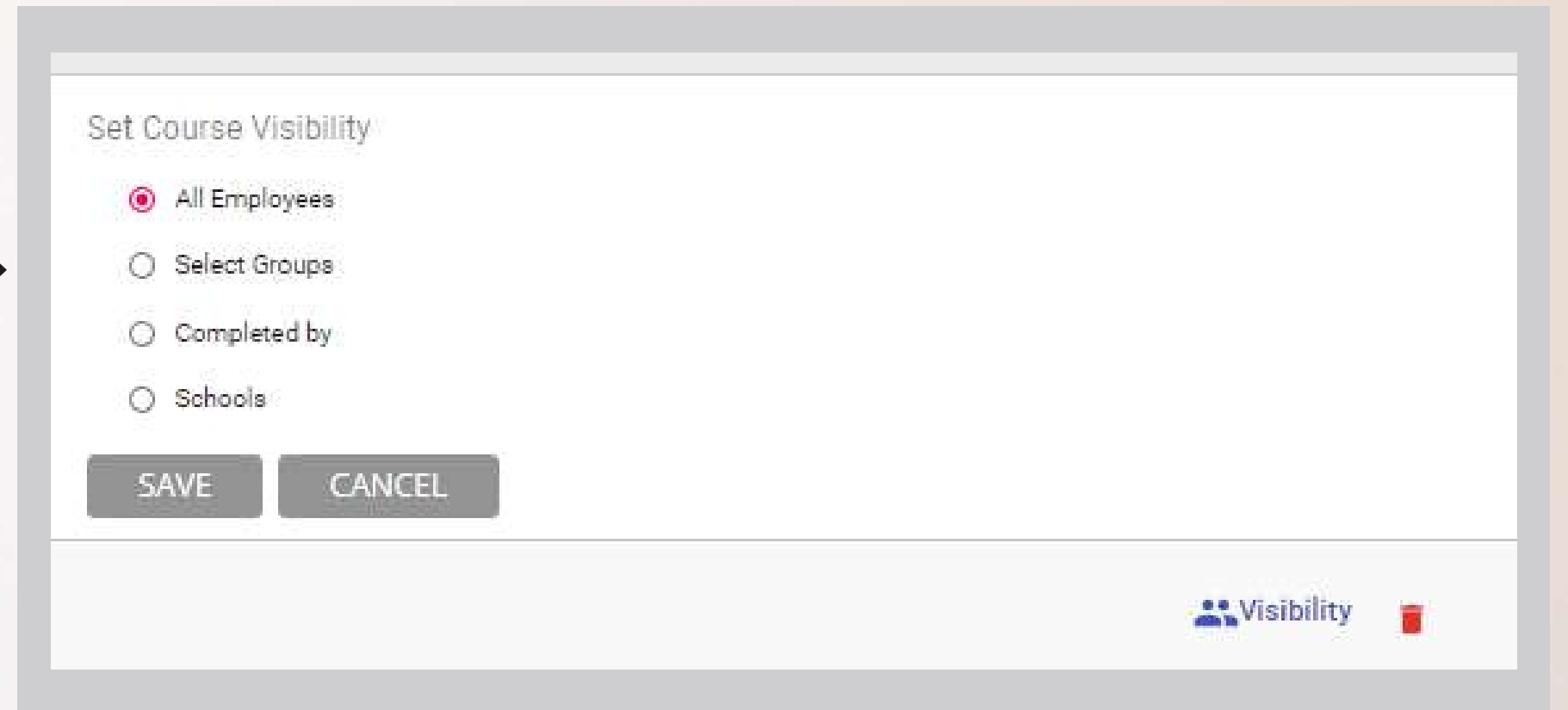
Email Notification- Keep this box checked if you want to notify your staff of any changes that you make to your course guide.

The screenshot displays the 'Manage Course Directory' interface. At the top, there is a 'Course Directory' section with a 'Select Year' dropdown menu set to '2022 - 2023', and buttons for 'ADD DIRECTORY' and 'VIEW PAST DIRECTORIES'. Below this, there are several course categories, each with its own 'ADD COURSES', 'DELETE', and 'VISIBILITY' buttons. The categories and their associated courses are:

- Manager Trainings** (Total Training Time: 30 minutes):
 - A New Era For School Nutrition Education - 2640/3230/4120/4140
 - Fresh Fruits and Vegetables Part 1 - 1170
 - School Gardens
 - Commodity Talk Part 1
 - Bloodborne Pathogens - 2630/3450
- August**:
 - Batch Cooking - 2110/2130
- TM test**:
 - A New Era For School Nutrition Education - 2640/3230/4120/4140

Each course listing includes a 'Visibility' icon (a person with a red square) and up/down arrows for sorting.

Setting Up Your Course Guide



Set Course Visibility - Here you can set the visibility of the course to all employees, selected groups, or schools.

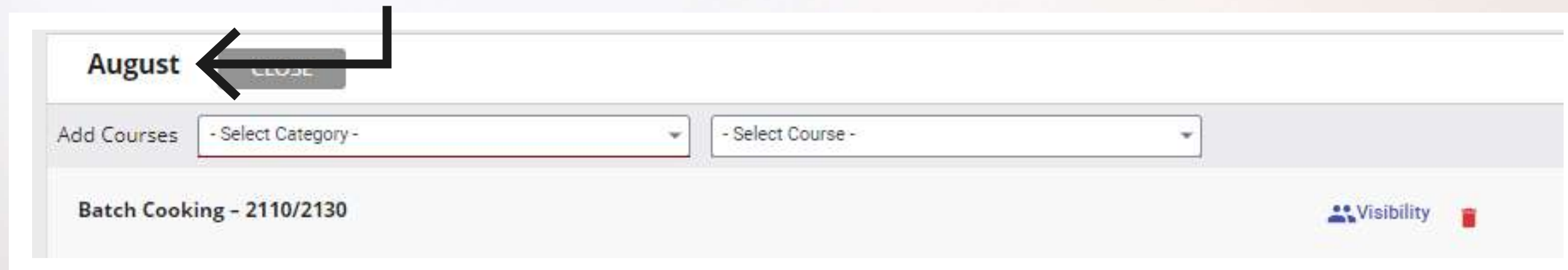
If you want to assign a course to selected groups, you must create a **User Group** first.

Find out how to create a **User Group** by hitting the green button. This will take you to our simplified guide on how to use the **Manage Groups** feature.

[How To Use the Manage Groups Feature](#)

Setting Up Your Course Guide

Double click to rename



The screenshot shows a user interface for setting up a course guide. At the top, the month "August" is displayed with a "CLOSE" button next to it. Below this, there is a section for "Add Courses" with two dropdown menus: "- Select Category -" and "- Select Course -". Underneath, a course titled "Batch Cooking - 2110/2130" is listed, with a "Visibility" icon and a red square next to it.



Under the appropriate month you have the options to pick any lesson plan in the library. This process can be narrowed down significantly by using the following options in this order “**Select Topic**” then “**Select Category**” and then “**Select Course**”.

All lessons are coded using the **USDA Key Area Codes**.

Click the arrows to **move** your selected courses up and down. This allows you to arrange them the way you want them to.

Setting Up Your Course Guide

The screenshot displays a web interface for setting up a course guide. It is organized into three sections, one for each month: July, August, and September. Each section has a 'CLOSE' button and a 'Course Added' notification. Below each section, there are two dropdown menus for selecting courses. Each selected course is listed with its name, a 'Visibility' icon (a person with a red square), and a 'Course Added' label. To the right of each course name is a vertical double-headed arrow icon for reordering.

Month	Course 1	Course 2
July	Increasing Vegetables- Yum! - 1200	Challenges & Opportunities for Child Nutrition Industry
July	A New Era For School Nutrition Education - 2640/3230/4120/4140	
July	Challenges & Opportunities for Child Nutrition Industry Partners-3330/4120/4130/4140/4150/4160	
August	Batch Cooking - 2110/2130	45 Day Screening- 3420 (15 minutes)
August	45 Day Screening- 3420	
September	Cleaning and Sanitizing (MGR Edition) - 2620/2640	Kitchen 101 (360 minutes)
September	Kitchen 101	

Once you are finished, you will see a screen similar to this page.

Your site managers and staff will only have access to the lesson plans you designated.

Note that this can be adjusted and changed by you at anytime throughout the year.

This allows you to view your curriculum and confirm the lessons selected.

Setting Up Your Course Guide

Please note that it is not mandatory for you to setup a course guide curriculum. If you do not choose to do this then your staff will have access to all courses in the library.

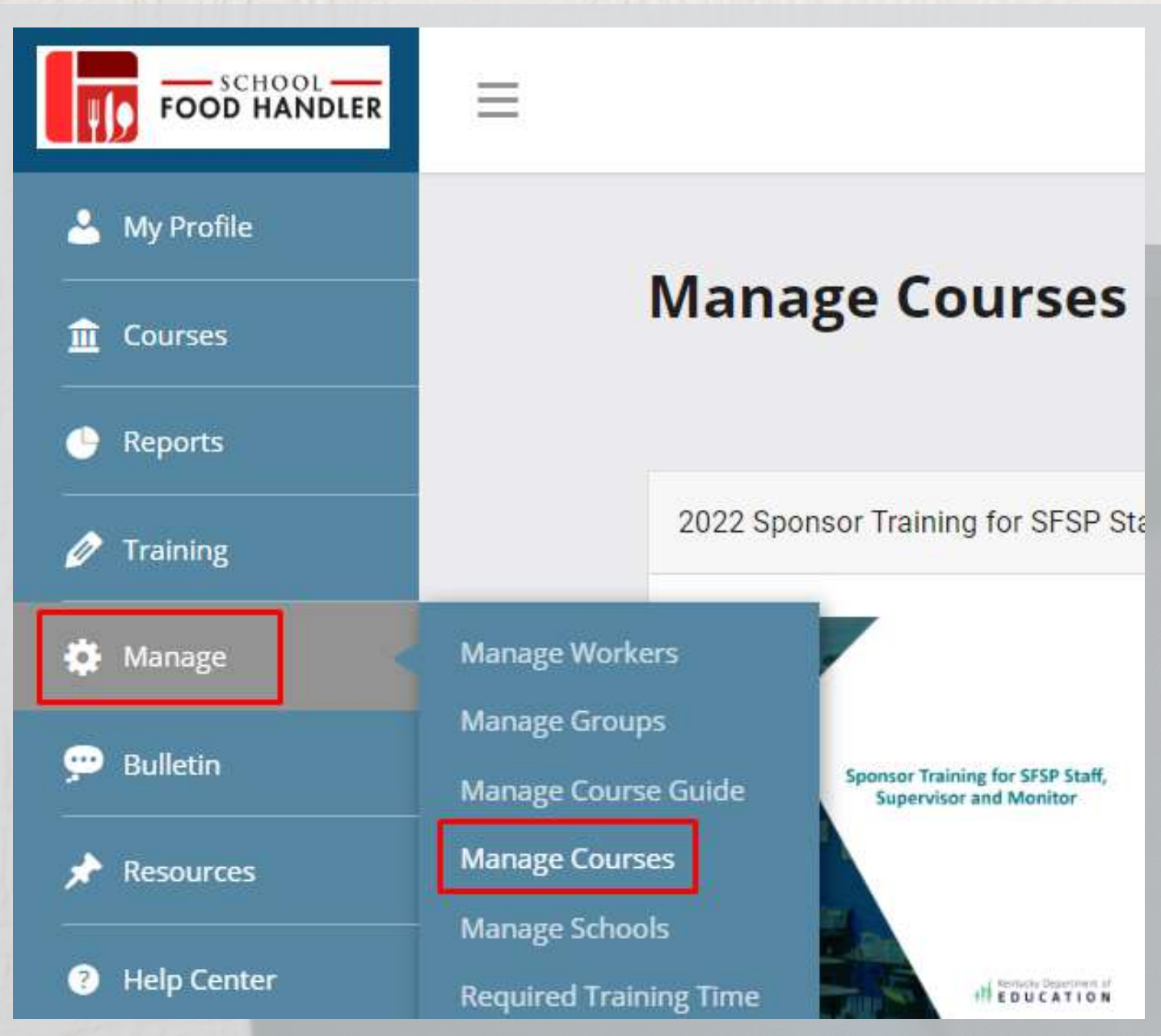
If you need additional help setting up your Course Guide, please click the buttons below:

[Adding Courses to Your Course Directory through the All-Courses page](#)

[Adding Courses to your Course Guide from the Manage Courses Page](#)

Now you are all set to have your staff begin logging in to the system and take the courses you have assigned!

Manage Courses



Easily assign trainings to your staff or set up a district-wide course curriculum for your entire department through the Manage Courses page.

To do that, you need to be on your main profile page. Hover your mouse over to the bottom left corner of the screen and click **Manage > Manage Courses.**

Manage Courses

Manage Courses

Back to School Smart during COVID – 2620/2640/3230/4140



Hide course for users of this site

EDIT

- Add to Course Directory --
- Add to Course Directory --**
- Manager Trainings
- July
- August
- September

-- Add to Group --

Click on **"Add to Course Directory"** and choose which directory you'd like the course to be added to.

Training Time: 35 minutes

Manage Courses

Manage Courses

Hide course for users of this site

EDIT

-- Add to Course Directory --

-- Add to Group --

- Add to Group --
- All Employees
- All Team Meeting 2019
- Back To School Meeting
- Breakout Session
- Communication – 7-10-19
- Control Group
- Example
- Example
- Example 12345678
- Example 2
- Inservice 2018
- Manager Meeting
- Managers
- Managers
- Mandy
- NEW TEST !!!
- Office Staff
- Sample
- SFH Group

Training Time:

American Indians

ANSI Accredited Food Handler Certificate Course

AR Acceptable Use of Technology Resources by Students & Staff 2020-2021

Asbestos Awareness

Click **"Add To Group"** to choose which group the course should be assigned to.

-- Add to Group --

SAVE

Assigned Groups

Back To School Meeting -

Control Group -

You can add as many groups as you can. Click **"SAVE"** to update the changes you made.

Manage Schools

SCHOOL FOOD HANDLER

- My Profile
- Courses
- Reports
- Training
- Manage**
 - Manage Workers
 - Manage Groups
 - Manage Course Guide
 - Manage Courses
 - Manage Schools**
 - Required Training Time
 - Mark Group Complete
- Bulletin
- Resources
- Help Center

Update Schools

Demo #1 Middle School

Name:

UPDATE

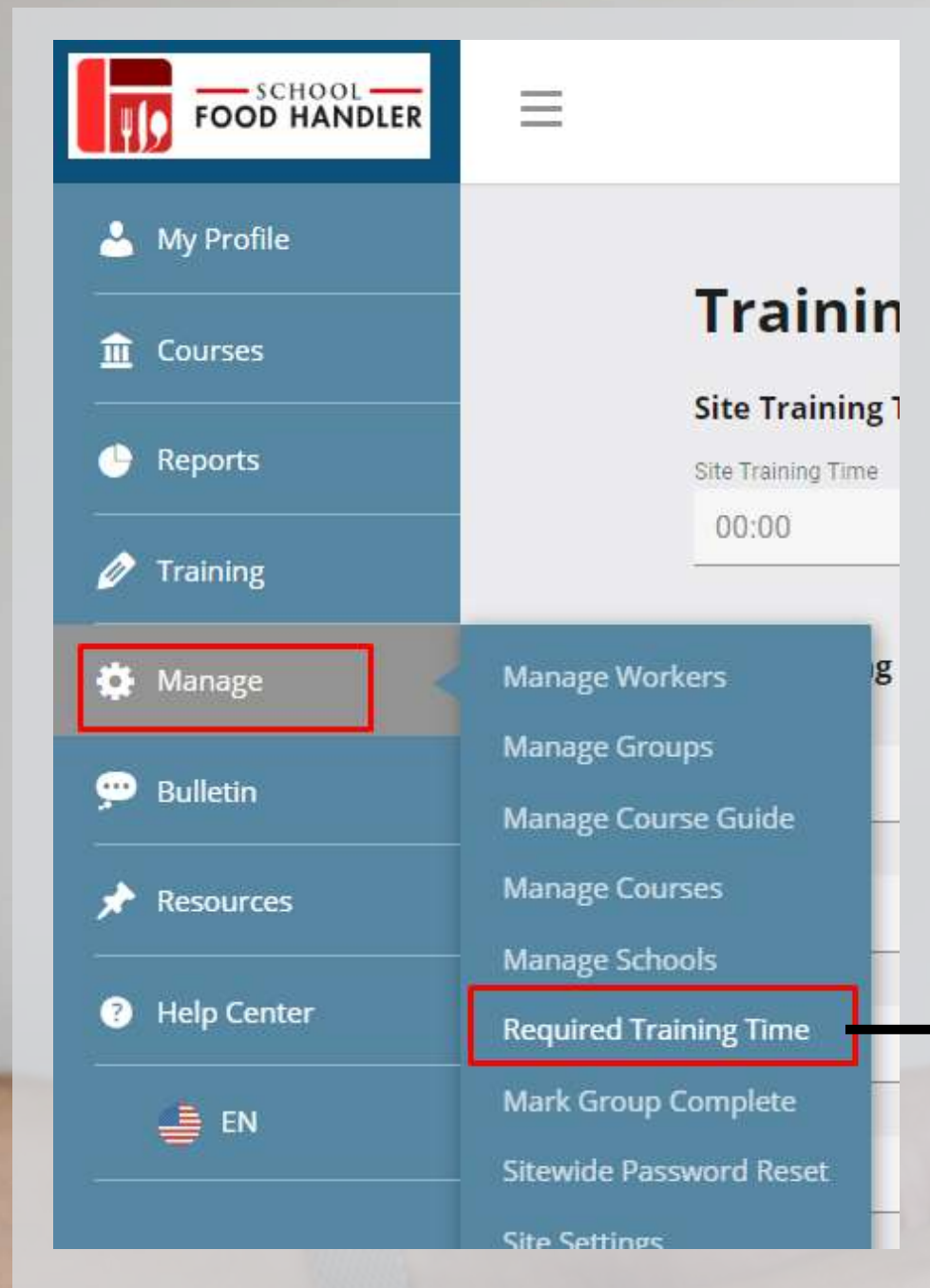
Demo Camelview Elementary School

Demo Meadows Elementary School

Demo Park Middle School

The **"Manage Schools"** feature is an easy tool for you to update your schools. To rename the school name, just click on **"UPDATE"**.

Required Training Time



Training Time

Site Training Time

Site Training Time

00:00

Set your site's overall training time

Role Training Time

Administrator

00:00

Set each role's training time

Worker

06:00

Supervisor

10:00

Manager

10:00

Office Staff

04:00

Other

04:00

Director

12:00

SAVE

RESET

Once done, click "SAVE". To reset to zero, click "RESET"



Mark Group Complete

Here you can easily mark courses complete for all employees or specific groups.

SCHOOL FOOD HANDLER

- My Profile
- Courses
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 - Manage Course Guide
 - Manage Courses
 - Manage Schools
 - Required Training Time
 - Mark Group Complete**
 - Sitewide Password Reset
- Bulletin
- Resources
- Help Center
- EN

Mark Group Complete

-- Select Category -- ANSI Accredited Food Handler Certificate Course -- Filter by Role -- -- Filter by Employment Type --

-- Filter by User Group -- Sort by: Name -- Sort --

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓ — User ✓ — Supervisor ✓ — Manager ✓ — Director

✓ MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users.

- West Christian (@westley11)
- West Christian (@techadmn)
- West Christian (@testwest1234)
- Wallace Mitchell (@wmitchell)

Mark Group Complete

Select the Category

Mark Group Complete

-- Select Category --

ANSI Accredited Food Handler Certificate Course

-- Filter by Role --

-- Filter by Employment Type --

-- Select Category --

- 1000 - Nutrition**
 - 1100 - Menu Planning
 - 1200 - Nutrition Education
 - 1300 - General Nutrition
- 2000 - Operations**
 - 2100 - Food Production
 - 2200 - Serving Food
 - 2300 - Cashier At Point Of Service
 - 2400 - Purchasing
 - 2500 - Receiving And Storage
 - 2600 - Food Safety And HACCP Training
- 3000 - Administration**
 - 3100 - Free And Reduced Price Meal Benefits
 - 3200 - Program Management
 - 3300 - Financial Management
 - 3400 - Human Resources And Staff Training
 - 3500 - Facilities And Equipment Planning
- 4000 - Communication**
 - 4100 - Communication And Marketing

The selected course will be marked as complete for all users.

- West Christian (@westley11)
- West Christian (@techadm)
- West Christian (@testwest1234)
- Wallace Mitchell (@wmitchell)

Mark Group Complete

Select the Course you want to Mark Complete

Mark Group Complete

-- Select Category -- ANSI Accredited Food Handler Certificate Course -- Filter by Role -- -- Filter by Employment Type --

-- Filter by User Group -- Sort by: Name

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓

MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users.

- West Christian (@westley11)
- West Christian (@techadmn)
- West Christian (@testwest1234)
- Wallace Mitchell (@wmitchell)

Course Selection List:

- Select Course * --
- 2022 Sponsor Training for SFSP Staff
- 45 Day Screening- 3420
- A New Era For School Nutrition Education - 2640/3230/4120/4140
- Accepting Gift from Vendors- 3420
- AE Ropes Certification
- After School Meals Program
- All You Ever Wanted To Know About Stress
- American Indians
- ANSI Accredited Food Handler Certificate Course**
- AR Acceptable Use of Technology Resources by Students & Staff 2020-2021
- Asbestos Awareness
- Asbestos Refresher
- At-Risk Afterschool Meals: Training and Guidance
- AZ Find - Avondale - 3420
- Back to School Smart during COVID - 2620/2640/3230/4140
- Back To School With Mark Bordeau - 3410/3420/4120/4130/4140
- Batch Cooking - 2110/2130
- Best Customer Service
- Bible Study Preview

Mark Group Complete

Mark Group Complete

-- Select Category -- ANSI Accredited Food Handler Certificate Course -- Filter by Role -- -- Filter by Employment Type --

-- Filter by User Group -- Sort by: Name -- Sort --

- Filter by Role --
- Administrator
- Author
- Blocked
- Contributor
- Editor
- Group Leader
- Keymaster
- Moderator
- Participant
- Spectator
- Worker
- Supervisor
- Manager
- Office Staff
- Other
- Director
- Customer
- Shop manager
- SEO Manager

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓ — User ✓ — Supervisor ✓ — Manager ✓ —

✓ MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users.

- West Christian (@westley11)
- West Christian (@techadmn)
- West Christian (@testwest1234)
- Wallace Mitchell (@wmitchell)

You can also narrow down your search by filtering by role.

Mark Group Complete

Filter by Employment Types

Mark Group Complete

-- Select Category --

ANSI Accredited Food Handler Certificate Course

-- Filter by Role --

-- Filter by Employment Type --

-- Filter by User Group --

Sort by: Name

-- Sort --

-- Filter by Employment Type --

Full Time
Part Time

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓ — User ✓ — Supervisor ✓ — Manager ✓ — Director

✓ MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users.

West Christian (@westley11)

West Christian (@techadmn)

West Christian (@testwest1234)

Wallace Mitchell (@wmitchell)

Mark Group Complete

Mark Group Complete

-- Select Category --

ANSI Accredited Food Handler Certificate Course

-- Filter by Role --

-- Filter by Employment Type --

Managers

Sort by: Username

Sort: ASC

-- Filter by User Group --

Managers

All Employees

Office Staff

Start Up

Back To School Meeting

Service 2018

Manager Meeting

Test User Group

Supervisors

Example

Example 2

Breakout Session

Example

All Team Meeting 2019

Control Group

Example 12345678

Communication – 7-10-19

Mandy

Managers

ANSI Accredited Food Handler Certificate Course

Office Staff — User — Supervisor — Manager — Director

Mark Group Complete for all users of Managers.

West Christian (@techadm)

West Christian (@testwest1234)

Wallace Mitchell (@wmitchell)

Filter by User Groups

Mark Group Complete

Filter by Username,
Name or Last Name

Mark Group Complete

-- Select Category --

ANSI Accredited Food Handler Certificate Course

-- Filter by Role --

-- Filter by Employment Type --

-- Filter by User Group --

Sort by: Username

Sort: ASC

-- Sort By --

Sort by: Username

Sort by: Name

Sort by: Last Name

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓ — User ✓ — Supervisor ✓ — Manager ✓ — Director

✓ MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users of Managers.

West Christian (@westley11)

West Christian (@techadm)

West Christian (@testwest1234)

Wallace Mitchell (@wmitchell)

Mark Group Complete

Mark Group Complete

-- Select Category --

ANSI Accredited Food Handler Certificate Course

-- Filter by Role --

-- Filter by Employment Type --

Managers

Sort by: Username

Sort: ASC

ANSI Accredited Food Handler Certificate Course

Check marks color legend: ✓ — SFH Staff ✓ — User ✓ — Supervisor ✓ — Manager ✓ — Director

✓ MARK COMPLETE

Select All Users

The selected course will be marked as complete for all users of Managers.

Melisa Christian (@melisa)

West Christian (@westley11)

✓ MARK COMPLETE

Mark Complete



Sitewide Password Reset

SCHOOL FOOD HANDLER

- My Profile
- Courses
- Reports
- Training
- Manage**
 - Manage Workers
 - Manage Groups
 - Manage Course Guide
 - Manage Courses
 - Manage Schools
 - Required Training Time
 - Mark Group Complete
 - Sitewide Password Reset**
 - Site Settings
 - Notification Settings
 - Proctor Login
- Bulletin
- Resources
- Help Center
- EN

Password Reset

Here you can set your sitewide password.

New Non-Admin Users Password

Enter new site password

Enter the new password for all non-admin users of this site.

The password should be at least 8 characters long. To make it stronger, use upper and lowercase letters, numbers and symbols like ! ? \$ % ^ & *.

Use Weak Password

Confirm Password

Confirm Password

Please Confirm Your New Password Here

RESET SITE PASSWORD

Site Settings

SCHOOL FOOD HANDLER

- My Profile
- Courses
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- Training
- Manage**
 - Manage Workers
 - Manage Groups
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 - Manage Courses
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- Resources
- Help Center
- EN

Settings

Require Users to take Exam Enabling this will require users to take and pass the exam before a course can be marked completed. This will apply to all courses.

SAVE

Manage Workers Settings

- Hide Name Field
- Hide Email Address Field
- Hide School Field
- Hide Groups Field
- Hide Roles Field
- Hide Required Time Field
- Hide Training Time Completed Field
- Hide SNA CEU Completed Field
- Hide Last Log In Field

SAVE

Enabling this will require users to take and pass the exam before a course can be marked completed. This will apply to all courses.

This part enables you to hide specific fields on your workers' views.

Notification settings

Your team can now get notifications inside their profiles!

SCHOOL FOOD HANDLER

- My Profile
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 - Manage Workers
 - Manage Groups
 - Manage Course Guide
 - Manage Courses
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 - Notification Settings**
- Bulletin
- Resources
- Help Center
- EN

Notifications settings legend

- - all notifications allowed
- - only email notifications allowed
- - only onsite notifications allowed
- - all notifications disallowed

Color Legend

Progress reports

Allow email?
 Yes No

Allow on-site notifications?
 Yes No

Set here to allow notifications to be sent via email or on site.

Choose a user

Select all users

Select Users

Show users per page: 30

Filter users by roles: Administrator Worker Supervisor Manager Office Staff Other Director

- Alexis Weglot
- Angela Majoram
- Angela Montierth
- Angie Kasselakis
- Baltimore Schools

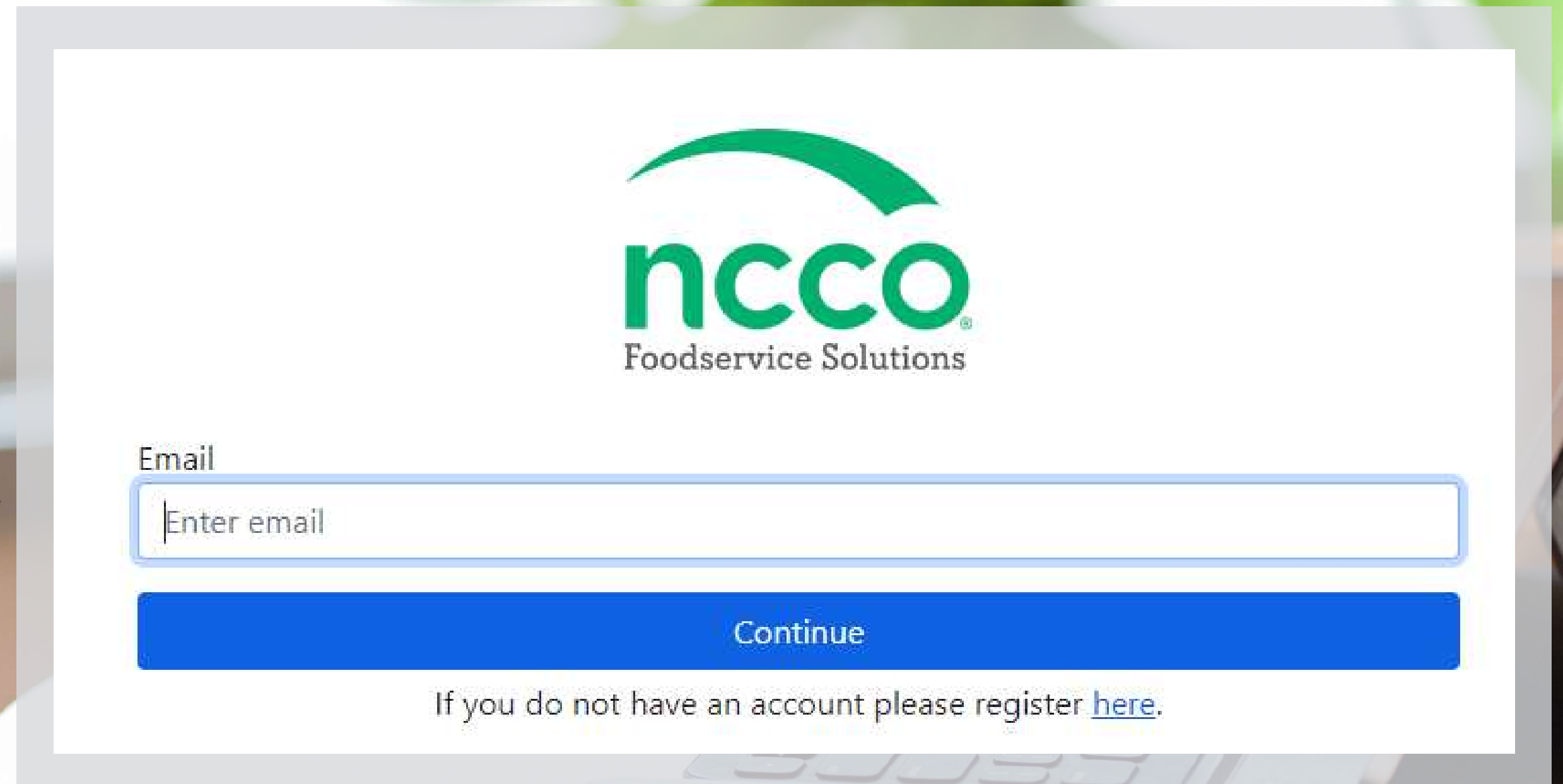
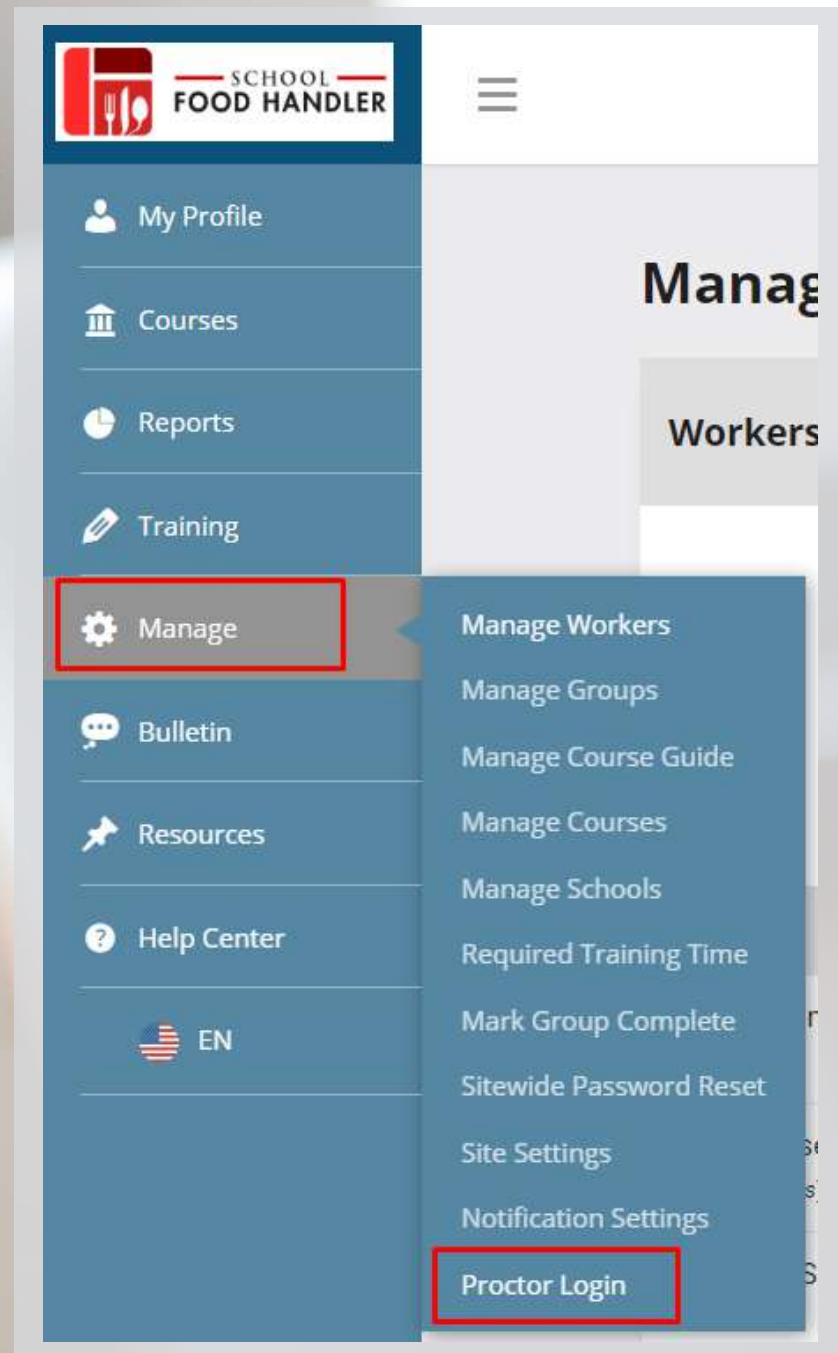
Learn how to modify the settings so your team are aligned when it comes to trainings here.

[Notification Settings](#)

Proctor Login

It is mandatory for ALL Food Manager exams to be completed with a proctor present.

If you're a proctor looking to log in, this page directly takes you to the Always Food Safe site to access your portal for the Manager Certification Exam.



Proctor Login

What is a Proctor?

A Proctor is someone who administers an Always Food Safe Food Protection Manager Certification Exam. This is a vital role within your organization.

What are your duties?

- Arrange and schedule upcoming Manager exams
- Administer the exams by following the exam process, setup by Always Food Safe's proctor guide
- Provide certificates to staff upon successfully completing the exam

What are the benefits of being a proctor?

- With the exam being proctored by someone in your organization, you don't have to pay for an external exam center to proctor the exam. You can also save time, and it is easier to administer. Once your staff has completed the exam, their certificates will be stored in a single location inside your account.

Proctor Login

Sample view of your portal when administering the exam

The screenshot displays the Proctor Login portal interface. At the top, there is a blue button labeled "ADMINISTRATION". Below this, a progress bar shows the status of students: "Students Complete: 0" (green), "Students In Progress: 1" (light blue), and "Students Paused: 0" (yellow). The main heading is "PQU6-ZXG8 - In Progress". Below the heading are two buttons: "COMPLETE SESSION" and "REFRESH DETAILS". Underneath these are three small icons: a plus sign, a pencil, and a document. To the right, a large circular icon is followed by the text "Remaining: 118.6 Min". Below this is a table with columns for Status, Name, Certificate, Form, Info, and Actions.

Status	Name	Certificate	Form	Info	Actions
In Progress	Demo User	Food Protection Manager (ANSI)	1	Number of Reports - 0	PAUSE EJECT

Proctor Login

Sample Always Food Safe Manager Certification Certificate



Please click the buttons below to learn how to register for a Manager Exam and access your Manager Dashboard.

[Registering For A Manager Exam](#)

[Proctor Login](#)

Experiencing any issues or having troubles getting started?

Contact us

 (888) 455-6411

 support@schoolfoodhandler.com

[Visit our Help Center](#)



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FOOD HANDLER

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