

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

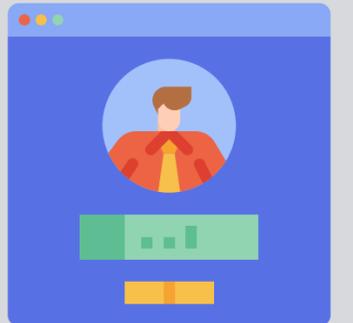
1



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!



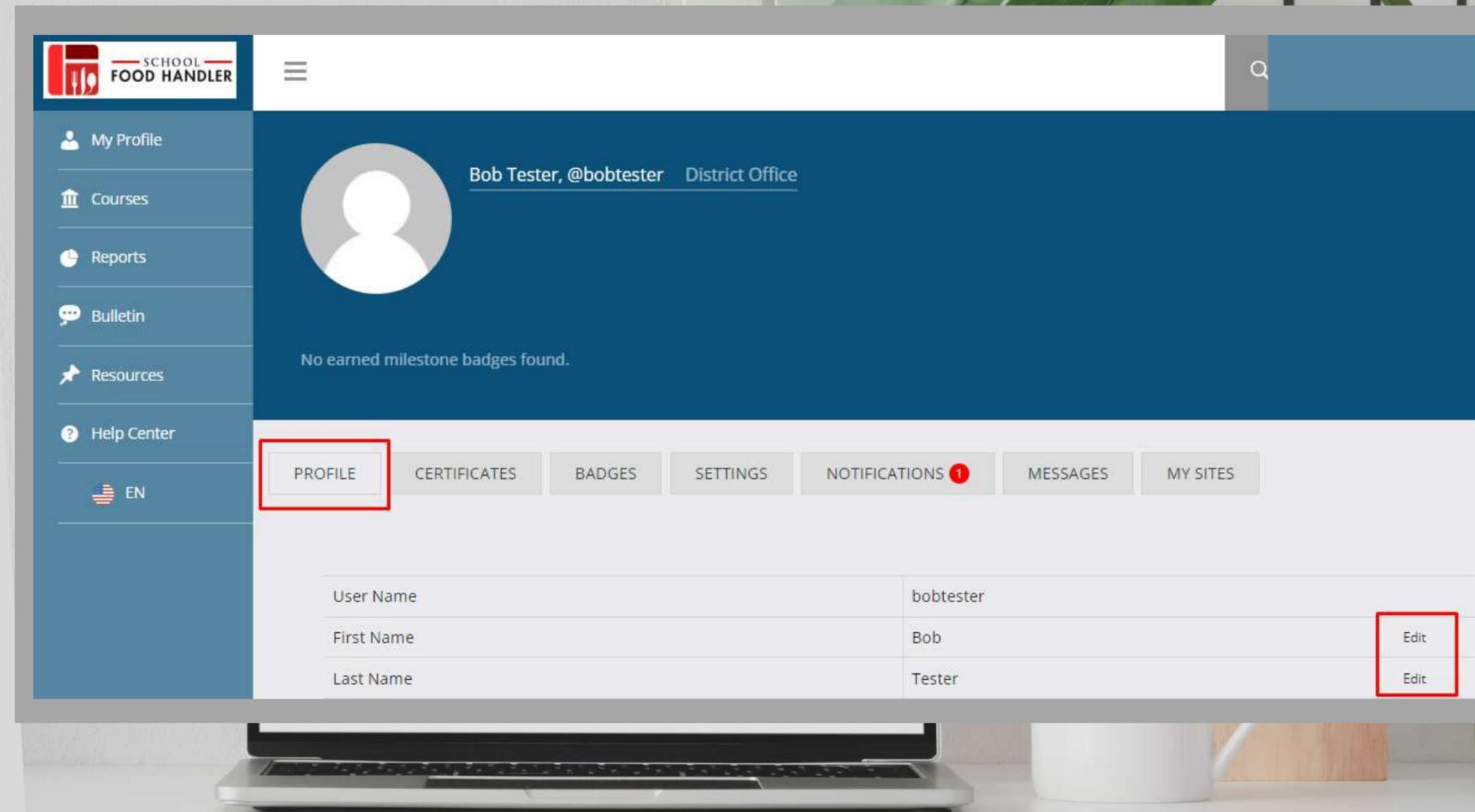
Please Note: All usernames are unique and different for each employee. Please check with your Director to obtain your correct login information.

Editing your profile information

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 hit the **Save** button to save all the changes that you made.



The screenshot shows the 'SCHOOL FOOD HANDLER' interface. The user is 'Bob Tester, @bobtester' from the 'District Office'. The 'PROFILE' tab is selected and highlighted with a red box. Below the profile information, there is a table with user details and an 'Edit' button for each row, also highlighted with a red box.

User Name	bobtester	
First Name	Bob	Edit
Last Name	Tester	Edit

Updating your email address

From your Profile page, go to the Settings tab and fill in your new email address.

Do not forget to scroll all the way to the bottom of the page, enter your password and hit the **Update** button to save all the changes that you made.

The screenshot displays the 'SCHOOL FOOD HANDLER' user interface. On the left is a navigation menu with options: My Profile, Courses, Reports, Bulletin, Resources, and Help Center. The main content area shows the user profile for 'Bob Tester, @bobtester' from the 'District Office'. Below the profile is a horizontal menu with tabs: PROFILE, CERTIFICATES, BADGES, SETTINGS (highlighted with a red box), NOTIFICATIONS (with a red notification icon), MESSAGES, and MY SITES. Under the 'Settings' tab, the 'General Settings' section is visible, containing fields for Profile Image, Username (*), E-mail (*), and Password. The 'E-mail' field is highlighted with a red box and contains the text 'bobtester@mailinator.com'. The 'Username' field contains 'bobtester'.



Starting your first course

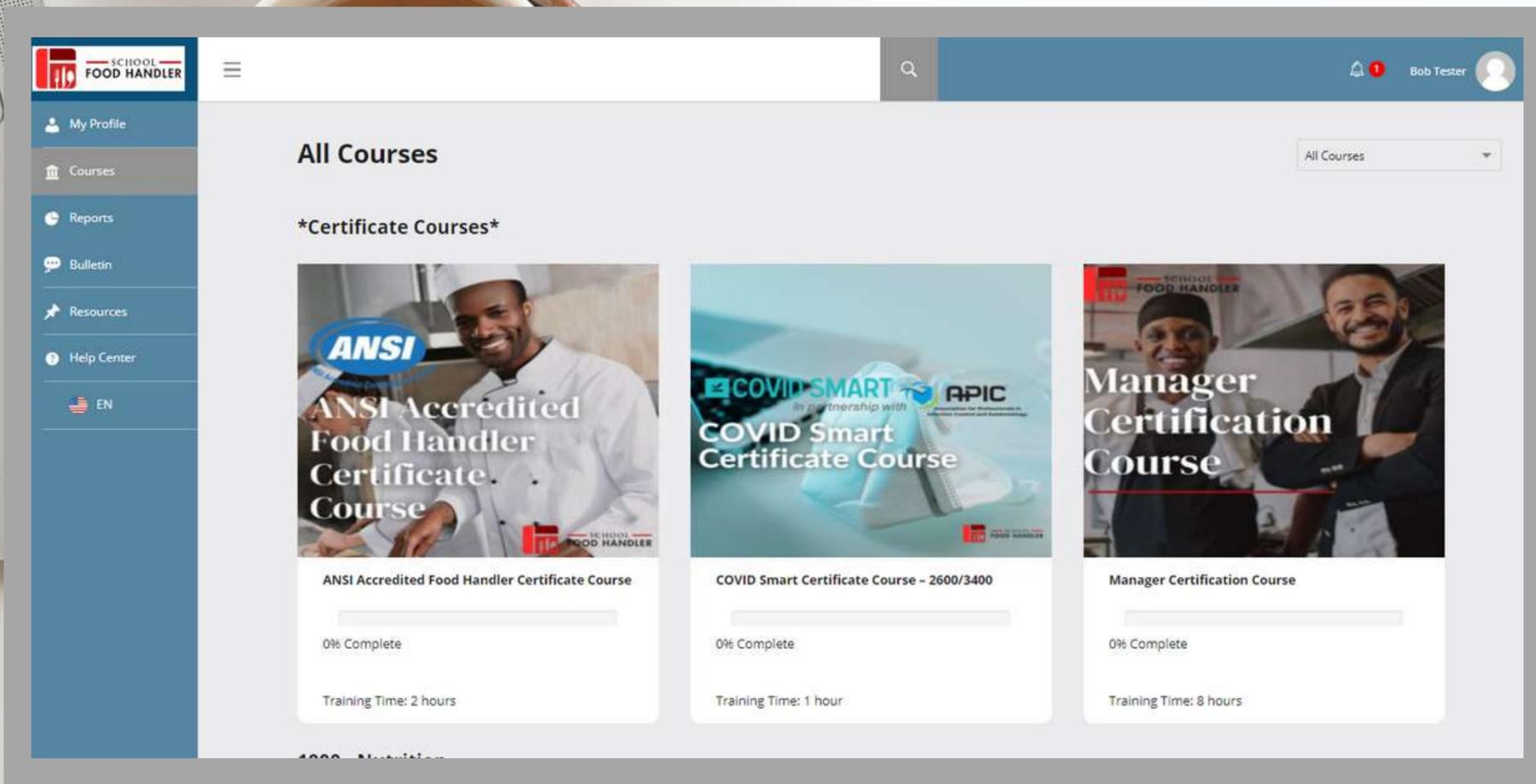


From your main **Profile Page**, hover your mouse over to the left side of your screen where it says **Courses**. This will give you another menu selection.

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



The screenshot displays the 'All Courses' page on the School Food Handler website. The page features a navigation menu on the left with options like 'My Profile', 'Courses', 'Reports', 'Bulletin', 'Resources', and 'Help Center'. The main content area is titled 'All Courses' and shows a list of certificate courses under the heading '*Certificate Courses*'. Three course cards are visible:

- ANSI Accredited Food Handler Certificate Course**: 0% Complete, Training Time: 2 hours.
- COVID Smart Certificate Course - 2600/3400**: 0% Complete, Training Time: 1 hour.
- Manager Certification Course**: 0% Complete, Training Time: 8 hours.

Once you are in the Course Guide or All courses page, select the course that you want to take by click the title of the course.

Title of the course you are taking.

My Profile

Courses

Reports

Bulletin

Resources

Help Center

EN



Course
ANSI Accredited Food Handler Certificate Course

Course Status

The length of the course.

Training Time: 2 hours

Progress

0 out of 9 steps completed

Your course progress.

Add to Course Directory

ADD

NOT STARTED

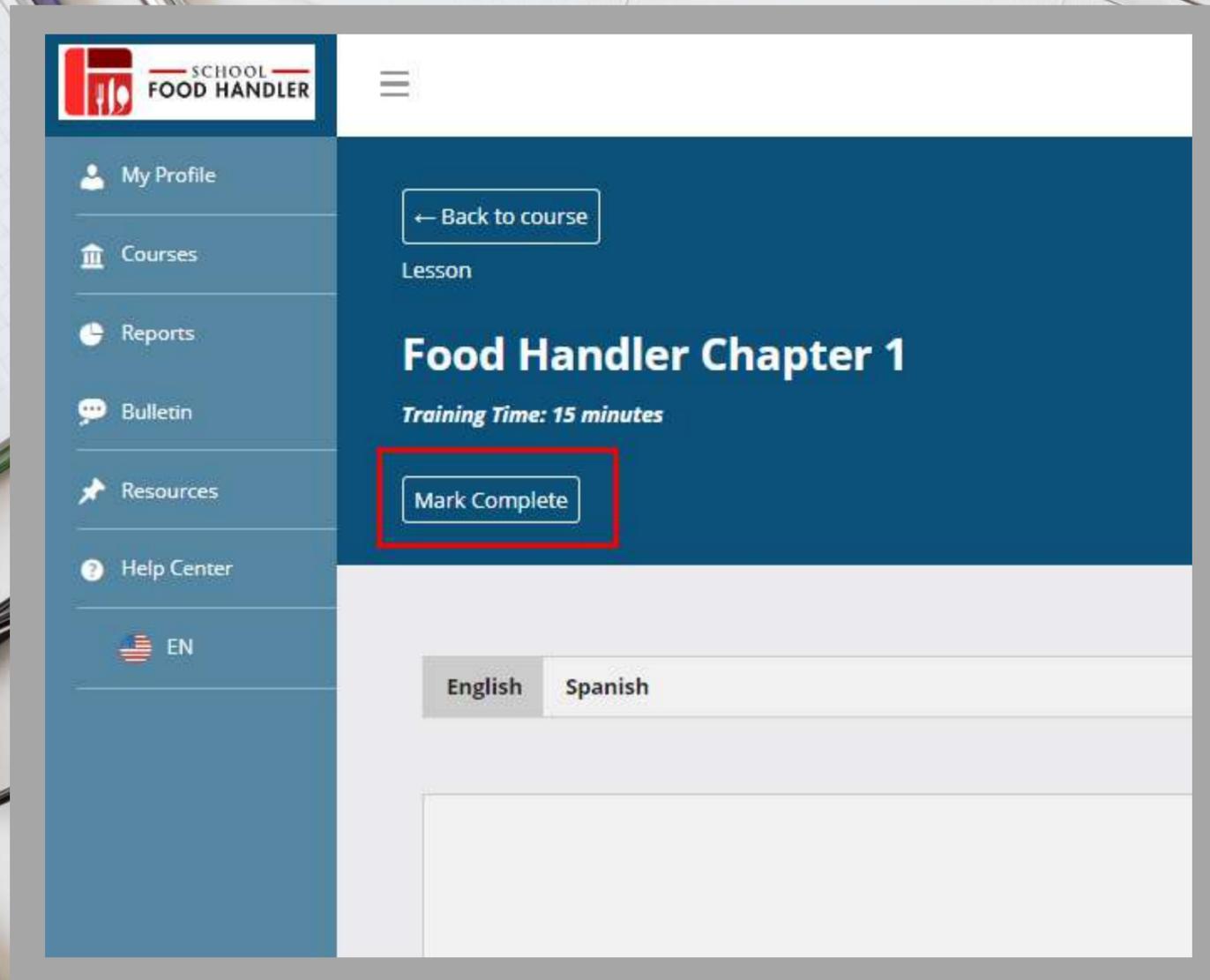
START COURSE

Lessons

- Food Handler Chapter 1
- Food Handler Chapter 2
- Food Handler Chapter 3
- Food Handler Chapter 4
- Food Handler Chapter 5
- Food Handler Chapter 6
- Food Handler Chapter 7
- Food Handler Chapter 8

Chapters (In most cases, this is where the title would appear and this is also what you will click to open the actual course.)

Completing a course

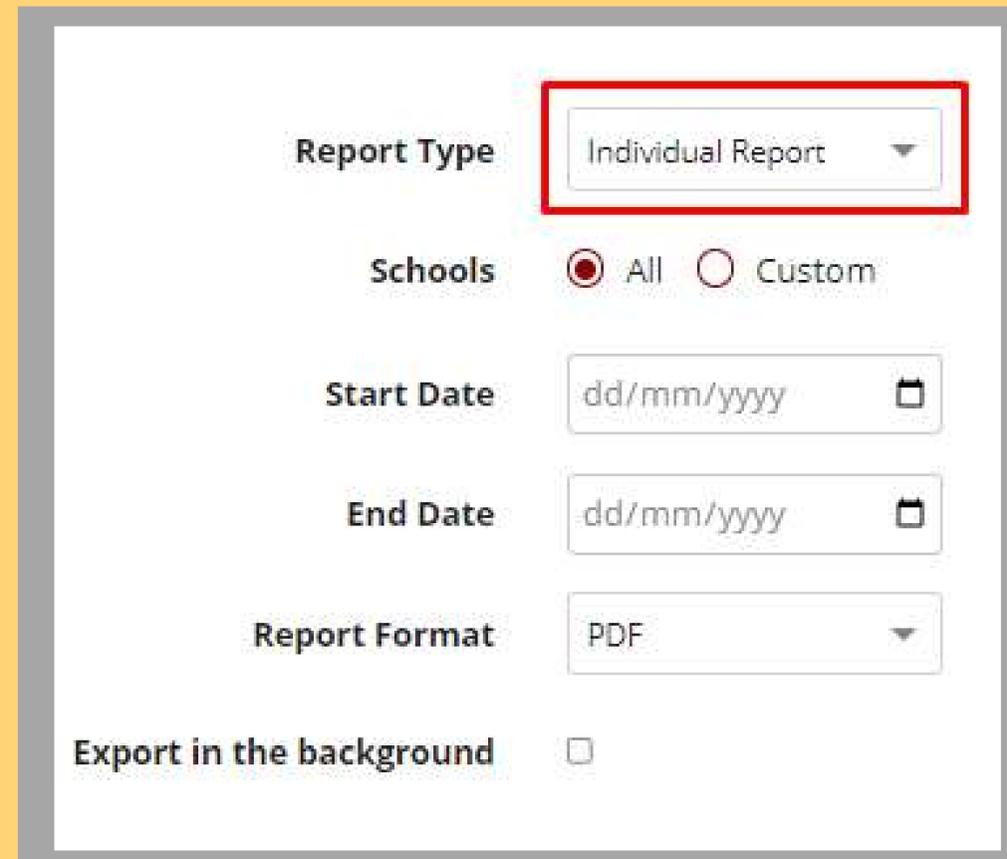
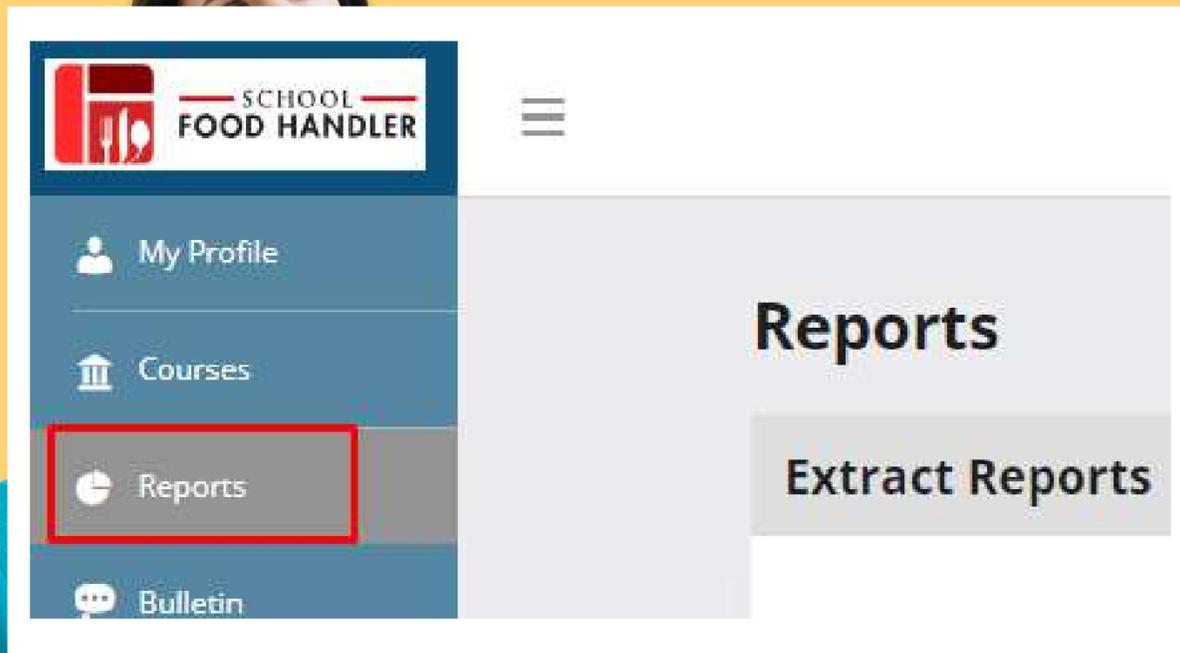


The screenshot shows the 'SCHOOL FOOD HANDLER' interface. On the left is a navigation menu with options: My Profile, Courses, Reports, Bulletin, Resources, and Help Center. The main content area is titled 'Lesson' and 'Food Handler Chapter 1' with a 'Training Time: 15 minutes' indicator. A 'Mark Complete' button is highlighted with a red box. Above it is a 'Back to course' button. At the bottom, there are language selection buttons for 'English' and 'Spanish'.

After completing the course click on **“Mark Complete”** to record completion on your individual report.

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.

Running a report



Once you're done entering the date and choosing the format, click this Export button to generate the report.



To view your progress, you can run an individual report straight from your account!

From the “**Profile Page**” on the navigation bar along the LEFT side of the screen hover your cursor over “**Reports**” and select either “**Individual Report**”.

If you are a manager, you will have an access to run a “**School Report**” for the school/s assigned to you.

Running a report

- Viewing a report is very simple and it can be used to look at an individual staff member or a single site's staff.
- In the case of an Individual or School Report, you will be asked to designate the specific staff member or site by clicking the box pointed out below on each page. This will open up a menu that displays all staff or site names. Select the appropriate name or site. The date range desired and then generate your report.

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.



Individual Report

Reports

Extract Reports

Report Type

Start Date

End Date

Report Format

Export in the background

Enter the start and end dates

Choose the format of the report

Search users

Rows per page: 25 1-25 of 102

- Alexis Weglot (@weglot)
- Angela Majoram (@angmaj11) User not assigned to any School
- Angela Montierth (@amontier)
- Angie Kasselakis (@akasselakis)
- Baltimore Schools (@baltimore) User not assigned to any School
- Bart Christian (@bart) User not assigned to any School
- Bette Thompson (@bthompson)
- Bill Whitcomb (@bwhitcomb)
- Bill Whitcomb Jr. (@billwhitcombjr)
- Bob Tester (@bobtester)

Select the user

School Report

Report Type School Report

Schools Search schools

- Demo #1 Middle School
- Demo Camelview Elementary School
- Demo Meadows Elementary School
- Demo Park Middle School
- Demo Sissis Elementary School

Start Date dd/mm/yyyy

End Date dd/mm/yyyy

Report Format PDF

Export in the background

Choose the school you want to generate a report for.

Enter the start and end date

Choose the format of the report

Mark Group Complete

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

SCHOOL FOOD HANDLER

- My Profile
- Courses
- Reports
- Training
- Manage**
 - Manage Workers
 - Manage Groups
 - Mark Group Complete**
 - Proctor Login
- Bulletin
- Resources
- Help Center

User 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: 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 (@techadm)
- 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

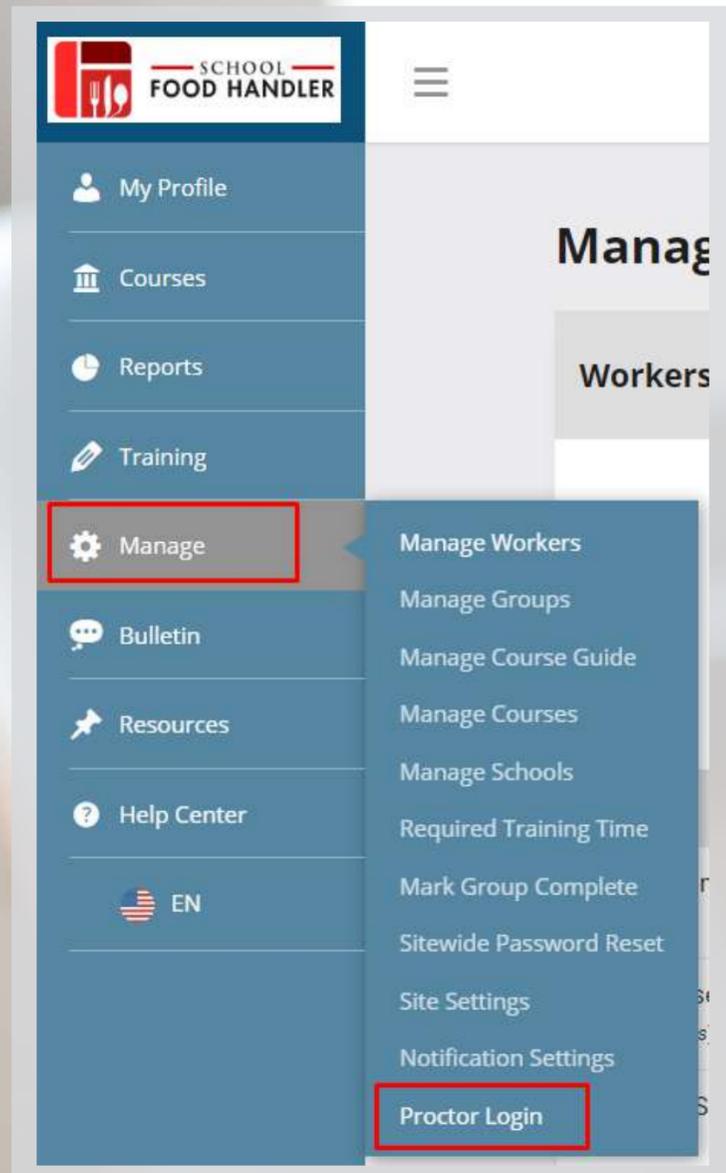
Mark Complete



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.



A screenshot of the 'ncco Foodservice Solutions' login page. The page features the ncco logo at the top center, which consists of a green curved line above the text 'ncco' and 'Foodservice Solutions' below it. Below the logo is a form with a label 'Email' and a text input field containing the placeholder text 'Enter email'. Below the input field is a large blue button with the text 'Continue'. At the bottom of the form, there is a link: 'If you do not have an account please register [here](#).'

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 blue 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](#)

There you got it! Experiencing any issues or having troubles getting started?

Contact us

 (888) 455-6411

 support@schoolfoodhandler.com

[Visit our
Help Center](#)



SCHOOL
FOOD HANDLER