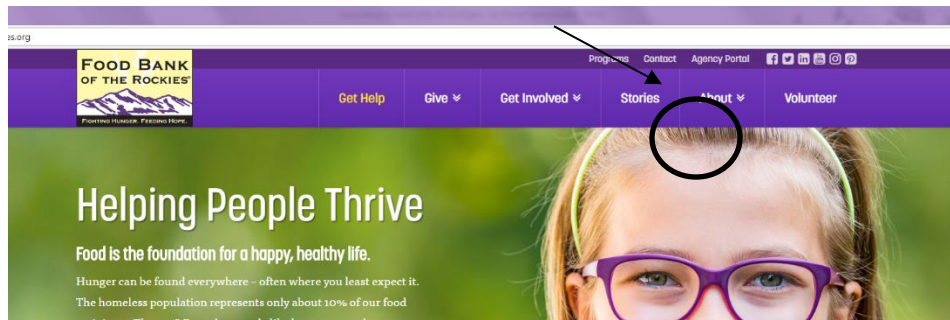
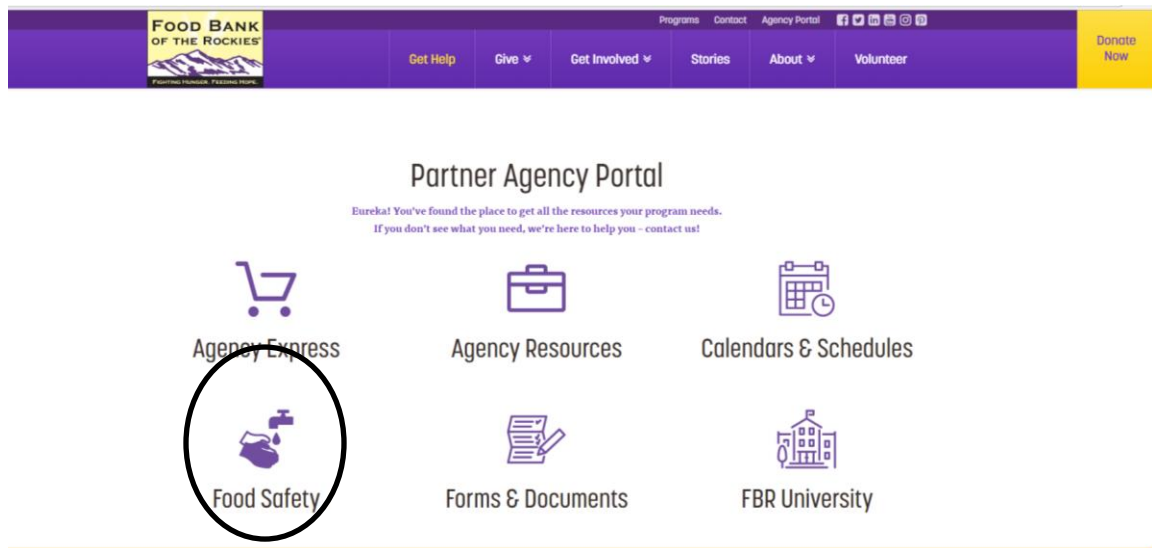


Instructions for Food Safety & Civil Rights Training

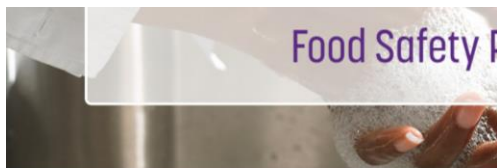
1. To take the course, go to www.foodbankrockies.org, click the Agency Portal on the top right hand side.



2. Then Click on the Food Safety Icon



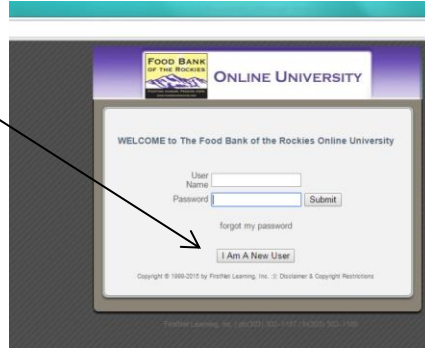
3. Click on "Click Here" to enter the food safety course:



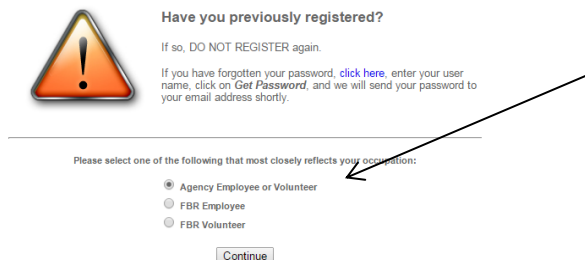
Food Bank of the Rockies is committed to providing our Partner Agency with food safety training and it is our top priority. To help us ensure that the food we serve is safe, we have created the links and documents below.



- A page appears saying Welcome to the Food Bank of the Rockies Online University. If you have never been to this online university site before, click "I am a new user" to create your own sign in credentials. The username and password for this site **is not** the same as the one FBR provided you for online shopping.



- On the next page click "**Agency Employee or Volunteer**" and then continue.



- Follow the prompts by selecting the first letter of your agency, then the next drop down select your agency name, and then click continue.
- The Registration Page will appear. Fill in all the blanks, including the user name and password you create and click submit.

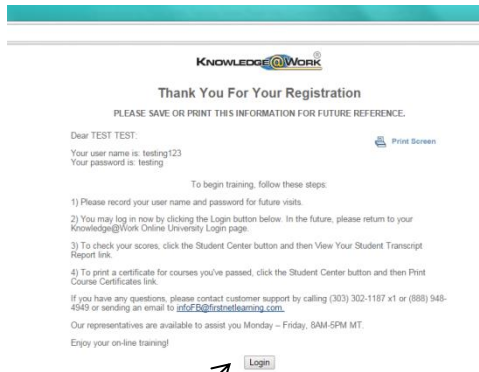
KNOWLEDGE@Work

Registration Page

Required fields are shown below with an "(asterisk)". All information you provide will be handled over a secure connection.
Once you click the "Submit Information" button below, you will receive your user name, password and instructions.

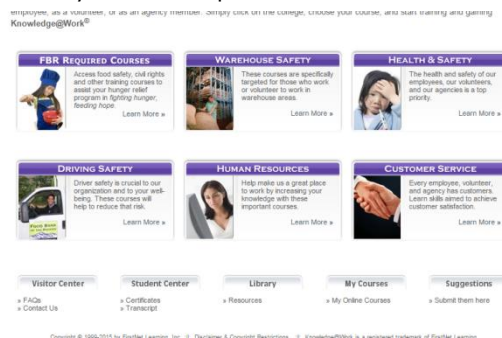
Choose Your User Name: *	<input type="text"/>	(5 - 50 characters)
Choose Your Password: *	<input type="password"/>	
Reenter Your Password: *	<input type="password"/>	
First Name: *	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name: *	<input type="text"/>	
Email: *	<input type="text"/>	(No email address? Leave blank)
Re-enter Email: *	<input type="text"/>	(No email address? Leave blank)
<small>(An email containing your User Name, Password, and access instructions will be sent to you if you provided an email address above.)</small>		
Phone: *	<input type="text"/>	(nnn-nnn-nnnn or (nnn) nnn-nnnn or nnnnnnnnn)

- Once you have registered it will send you to an information page to print for future reference.



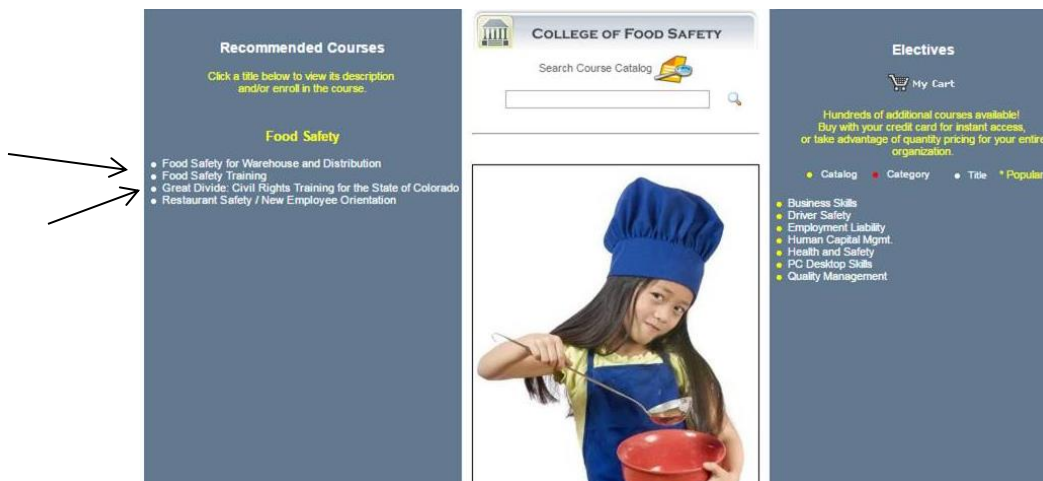
- Click on Login.

- The next screen has 6 different boxes with purple highlighted titles. Click the first one that says FBR Required Courses.

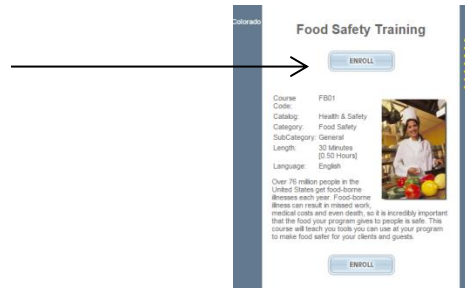


- Click on the desired course that you would like to take:

- Food Safety Training should be the **2nd selection**: Food Safety Training
- For Civil Rights should be **the 3rd selection**: Great Divide: Civil Rights Training for the State of Colorado



12. Click on “Enroll” in the message in the center.



13. A message in the center will then appear stating the following: (Click on Click Here)

You are already enrolled in this course - you may return to the course list and continue enrolling in other courses, or to launch this course, [click here](#) to view your course list or click the My Courses tab above.

14. The next page will show Your Authorized Online Courses. Click on the course that you will be taking (Food Safety Training or Civil Rights Training)



15. The training video should automatically load. If the page reappears with a button saying “refresh status,” click on the food safety training phrase again. Please note the course requires Java software be installed on your computer. If you are prompted to download the latest version of Java, please do so or you will not be able to take the course on your computer.

16. Your course is loading and then a small TV screen will appear beginning your course. Make sure the volume is turned up on your computer - the course contains verbal training.



17. The course will take between 30-45 minutes. Please complete all the sections, including the Post-Test. FBR will automatically be alerted that you have completed the course.

18. After finishing the course and taking the Post-test, click exit on the top right corner.

19. It is not necessary for you to print a course certificate, but it is available if you would like. Click the Student Center Tab, then click “Print Course Certificates” and follow the prompts.

If you have any questions please contact Maria Esparza at mesparza@foodbankrockies.org or 303-375-5815.