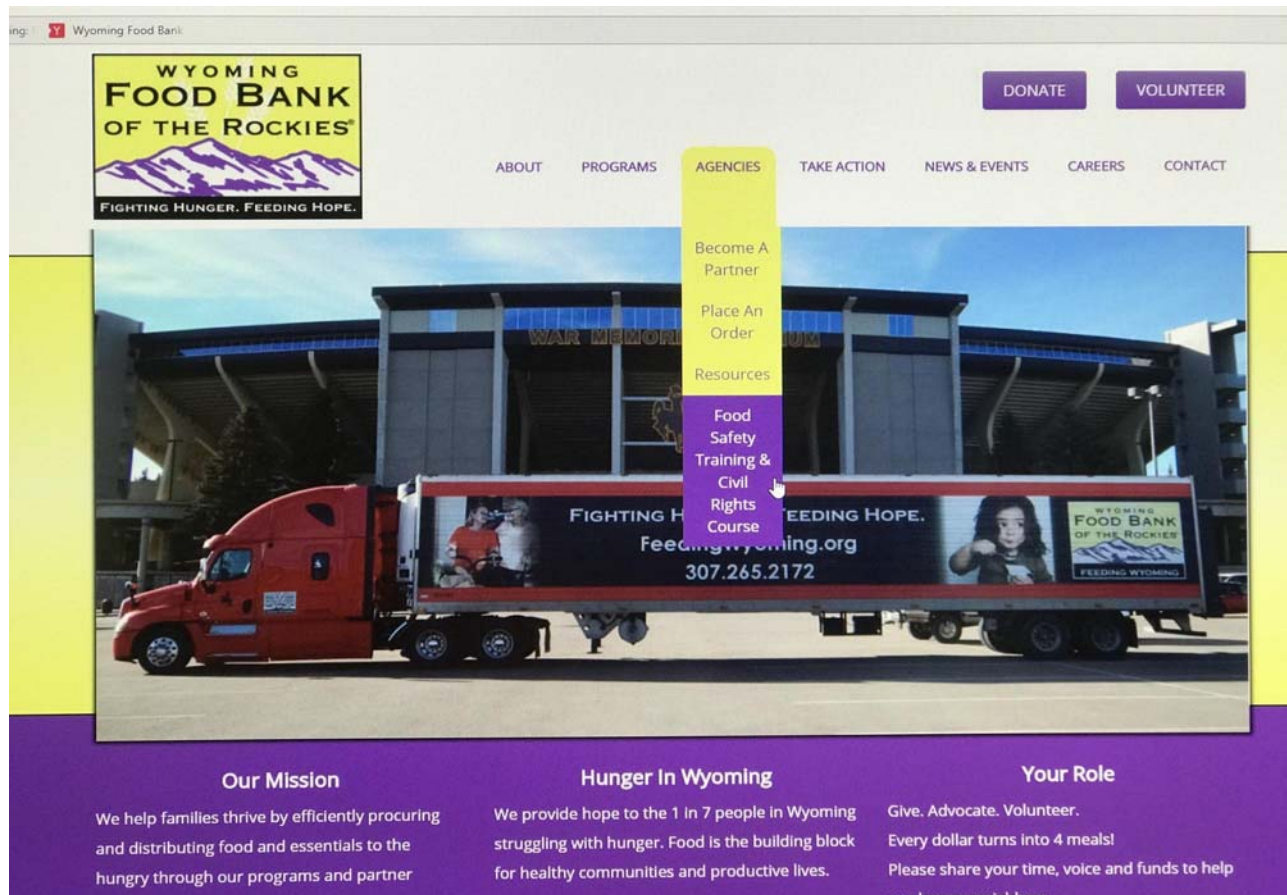


Instructions for Food Safety & Civil Rights Training

1. To take the course, go to www.wyomingfoodbank.org, click on Agencies and arrow down to Food Safety & Civil Rights Training. Click on Food Safety & Civil



2. 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.



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



Have you previously registered?

If so, DO NOT REGISTER again.

If you have forgotten your password, [click here](#), enter your user name, click on **Get Password**, and we will send your password to your email address shortly.

Please select one of the following that most closely reflects your occupation:

- Agency Employee or Volunteer
- FBR Employee
- FBR Volunteer

4. Follow the prompts by selecting the first letter of your agency, then the next drop down select your agency name, and then click continue.

5. The Registration Page will appear. Fill in all the blanks, including the user name and password you create and click submit.



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="text"/>	
Reenter Your Password: *	<input type="text"/>	
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)
<input type="button" value="Submit Information"/>		
<input type="button" value="Start Over"/>		

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

The screenshot shows a registration confirmation page for Knowledge@Work. At the top, the Knowledge@Work logo is displayed. Below the logo, the text reads "Thank You For Your Registration" and "PLEASE SAVE OR PRINT THIS INFORMATION FOR FUTURE REFERENCE." The page is addressed to "Dear TEST TEST:" and provides the user's details: "Your user name is: testing123" and "Your password is: testing". A "Print Screen" icon is visible. The page lists four steps to begin training: 1) Record user name and password; 2) Log in now or return to the login page; 3) Check scores via the Student Center; 4) Print certificates via the Student Center. Contact information for customer support is provided, including a phone number (303) 302-1187 x1 or (888) 948-4949, and an email address: infoFR@firstnetlearning.com. The page also states that representatives are available Monday-Friday, 8AM-5PM MT, and ends with "Enjoy your on-line training!" and a "Login" button.

7. Click on Login.

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

employee, as a volunteer, or as an agency member. Simply click on the course, choose your course, and start training and gaining Knowledge@Work®

The screenshot shows a grid of six course selection boxes. Each box has a purple header with the course title, an image, a brief description, and a "Learn More" link. The courses are: 1) FBR REQUIRED COURSES: Access food safety, civil rights and other training courses to assist your hunger relief program in fighting hunger, feeding hope. 2) WAREHOUSE SAFETY: These courses are specifically targeted for those who work or volunteer to work in warehouse areas. 3) HEALTH & SAFETY: The health and safety of our employees, our volunteers, and our agencies is a top priority. 4) DRIVING SAFETY: Driver safety is crucial to our organization and to your well-being. These courses will help to reduce that risk. 5) HUMAN RESOURCES: Help make us a great place to work by increasing your knowledge with these important courses. 6) CUSTOMER SERVICE: Every employee, volunteer, and agency has customers. Learn skills aimed to achieve customer satisfaction.

The screenshot shows a navigation menu with five main categories: Visitor Center, Student Center, Library, My Courses, and Suggestions. Each category has a list of sub-links: Visitor Center (FAQs, Contact Us), Student Center (Certificates, Transcript), Library (Resources), My Courses (My Online Courses), and Suggestions (Submit them here).

9. 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

The screenshot shows a website interface for the College of Food Safety. On the left, under "Recommended Courses", there is a list of courses under the "Food Safety" heading: "Food Safety for Warehouse and Distribution", "Food Safety Training", "Great Divide: Civil Rights Training for the State of Colorado", and "Restaurant Safety / New Employee Orientation". The central part of the page features the "COLLEGE OF FOOD SAFETY" logo, a search bar with the text "Search Course Catalog", and a large image of a young girl in a blue chef's hat and apron, holding a red bowl and a spoon. On the right, under "Electives", there is a "My Cart" icon and a list of elective categories: "Business Skills", "Driver Safety", "Employment Liability", "Human Capital Mgmt.", "Health and Safety", "PC Desktop Skills", and "Quality Management".

10. Click on "Enroll" in the message in the center.

The screenshot shows the "Food Safety Training" course page. At the top, there is a navigation bar with "Colorado" on the left and a vertical list of categories (B, D, E, H, P, Q) on the right. The main heading is "Food Safety Training". Below the heading is a blue "ENROLL" button. The course details are listed: Course Code: FB01, Catalog: Health & Safety, Category: Food Safety, SubCategory: General, Length: 30 Minutes (0.50 Hours), Language: English. To the right of the text is a small image of a chef in a white uniform. Below the details is a paragraph of text: "Over 76 million people in the United States get food-borne illnesses each year. Food-borne illness can result in missed work, medical costs and even death, so it is incredibly important that the food your program gives to people is safe. This course will teach you tools you can use at your program to make food safer for your clients and guests." At the bottom of the page is another blue "ENROLL" button.

11. A message in the center will then appear stating the following:

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

12. 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)



Course Name	Course ID	Status	Status Date	Enrolled Through:
Food Safety Training	FB01			01/03/2016
Great Divide: Civil Rights Training for the State of Colorado	FB04			01/03/2016

13. 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.

14. 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.



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.

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

16. 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 Brienne at bjewkes@foodbankrockies.org or 307-232-4020.