

# BASIC FOOD SAFETY eStart™ Student Instructions

Enter "IATA" where prompted for this code

Creating a student account:

To create a student account, the participating location's Activation Code is required. Follow the steps below:

**Step 1:** Go to <http://login.foodservicetrainingportal.com>

Log in

Is this your first time here?

Username / email

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

- Fill out the [New Account](#) form with your details.
- An email will be immediately sent to your email address.
- Read your email, and click on the web link it contains.
- Your account will be confirmed and you will be logged in.
- Now, select the course you want to participate in.
- If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
- You can now access the full course. From now on you will only need to enter your personal username and password in the form on this page to log in and access any course you have enrolled in.

Step 2: Click 'Create new Account' button. Complete the sign up form and provide your Activation Code. (This code is case and space sensitive.) Click the 'Create my new account' button.

Step 3: A confirmation email will be sent immediately to the email address you provide on the signup form. Open your email account, then the email with subject 'Foodservice Training Portal: Account Confirmation'. Now, click the confirmation link in the email.

Step 4: Clicking the confirmation link will take you back to the Training Portal and you will be logged into your account. Now click **'Dashboard'** under the 'ELIS ADMINISTRATION' block.

Step 5: Your Dashboard will show all of your assigned programs and their inclusive courses. Click on a course title to start training. The course will open in a new browser window. (If the course content is not immediately visible, close the window & open it again.) Please confirm that you have allowed for pop-ups so this window can open.

Current Learning Plans Archived Learning Plans

Welcome

Learning Plan: Food Safety

Training Program

Course Description	Class Instance	Description	Score	Status	Date
Basic Food Safety eStart	BFSE-BFSTT	This course will teach how to save food.	0.00	Not Completed	NA
GMP eStart	GMPE-BFSTT	GMP eStart course	0.00	Not Completed	NA

**Step 6:** Complete the activities within the course and the final assessment to fulfil the competency requirements for the course. Print your Certificate at the time of course and quiz completion.

Your status in a course will be available under 'Dashboard'. To view your course statistics, expand Reports -> User Reports and click 'Individual Course Progress Report'.

All support questions (related to the course and the Training Portal) are handled via email at:  
[support@foodservicetrainingportal.com](mailto:support@foodservicetrainingportal.com)