



## FoodSafe Manitoba Level 1

### Getting Started Guide

2020-10-23

# Requirements

In order to access the FoodSafe Manitoba website, you will first need:

- a computer capable of running a web browser.
- A web browser such as: Microsoft Edge, Google Chrome or Chromium, FireFox, Safari.
- A reliable internet connection, high speed preferred.
- A mouse, keyboard and monitor.

Connect to the FoodSafe Manitoba website by entering the following into the address bar.

<https://FoodSafeManitoba.CA>

You should see the following screen:

Click on “**Sign On – Register**” to register with us. This is required before taking any courses.  
**Note, Registration is free.**

**Home**

*Sign Up for our new Online Course*

<b>Sign on / Register</b>	<b>Online Course <b>**New**</b></b>
<b>In-Person Classes</b>	<b>FAQ</b>

[View All Events](#)

[Please see the top menu for more items.](#)

## If you have registered already

If you have already registered, choose the top section to login to the system, see below.

## Sign On – Register

if you already have an account with us.

Use the email address that you originally registered with.

Login

Email Address *	Password *
<input type="text" value="John.Smith@GMail.com"/>	<input type="password" value="....."/>
<input type="button" value="Login"/>	<input type="checkbox"/> Remember me
	<a href="#">Lost your password?</a>

## Forgot your password?

For future reference, if you ever forget your password, here is where you can get a new password. Click on "**Lost your password?**", and it will take you through the process. You can also read the **Frequently Asked Questions**, "**I can't remember my password? How can I get a new one?**"

1. Click "**Lost your password?**" on the Sign-On form.
2. You will go to My Dashboard Lost Password page. You will see the sentence "**Lost your password?** Enter your email address and we will send you a link to reset it."
3. Enter your EMail Address in the box labeled "**\* EMail Address**" and click the "**Reset Password**" button.
4. An email will be sent to your email address with a new password and a link "**User Account**"  
For example:  
Subject: Password Reset for FoodSafe Manitoba  
Someone recently requested that the password be reset for **Your\_Email@Provider.com**.  
To reset your password, click on the button below: [Reset Password](#)
5. Once you have successfully signed-on, you can go to the "**My Dashboard**" page, find and click "**Edit Account**".
6. You can now scroll down the page and click on "**Change Password**" to change it to something you can more easily enter.
7. Don't forget to click the "**Save**" button when you are finished making any changes.

## New to the System?

If you are new to the system, then select the bottom part, fill in the information required, and click the “**Register**” button. **Please note, all fields marked with an \* are required.**

If you would like to register with us today.

You must have an account with us in order to enrol in online courses or to purchase tickets for our In-Person Classes and Exams. There is no charge nor ongoing cost for the account. We use it for enrolment, ticket purchases, certificates, and our internal record keeping. Please review our [privacy policy](#) for more detailed information.

### Register

Email Address \*

Confirm Email Address \*

Password \*

Confirm Password \*

*A strong password is required. The password must be at least 6 characters in length. Consider adding letters, numbers, and symbols to increase the password strength.*

First Name \*

Last Name \*

Street Address \*

Apartment, suite, or unit

City \*

Province \*

Postal Code \*

Country \*

Phone Number \*

[Have a Voucher?](#)

Your personal data will be used to process your enrolment, support your experience on this website, and for other purposes described in our [Privacy Policy](#).

I have read and agree to the [Terms and Conditions](#). \*

Register

All account holders must abide by the [Terms and Conditions](#).

If you have a voucher for a course, **you can redeem it now by clicking on “Have a Voucher?”** See below. Enter the voucher code that you have been given to enrol in the FoodSafe Manitoba course and click “**Submit**”. Vouchers are generally only given to organizations enrolling several students.

Have a Voucher?

Enter your Voucher code here.

Now complete the Registration form. Read the Privacy Policy and Terms and Conditions. **Check the box “I have read and agree to the Terms and Conditions”**. Now click on the “**Register**” button.

If there are no errors, you will be redirected to the “**My Dashboard**” page.

## My Dashboard

### Welcome to FoodSafe Manitoba Dashboard

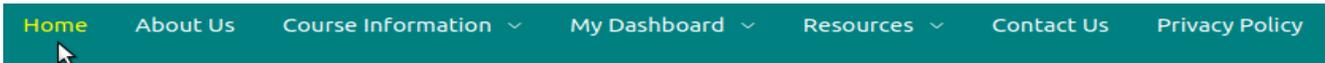
The various functions on this page provide you with access to all of your personal information in the form of a Dashboard. Please make sure that you **Sign Out** when you are finished so that the next person that uses this machine does not see nor change your personal information. If you have questions, use the **Contact US** page, to let us know. Thank you for using FoodSafe Manitoba.

 **Dashboard**  My Courses  My Grades  My Memberships  My Achievements  My Certificates  Notifications

 Edit Account  Redeem a Voucher  Order History  Sign Out

Please note, if you entered a Voucher code, you will already be enrolled in the online course. You can now just click **My Courses** to start the course.

If not, go back to the Home page by clicking “**Home**” in the top menu.



Once you are at Home, click on the “**Online Course**” button to Sign Up for the course.

## **Sign Up for our new Online Course**

	
<b>Sign on / Register</b>	<b>Online Course <b>**New**</b></b>
	
<b>In-Person Classes</b>	<b>FAQ</b>

[Please see the top menu for more items.](#)



### FoodSafe Manitoba Level 1

FoodSafe Manitoba

Status: Enrolled

Enrolled: 2020-05-28

**Click on the picture, to start the course.**

If you have any questions or concerns, please contact us through:

- the “**Contact Us**” page on this website.
- Email to [Info@FoodSafeManitoba.CA](mailto:Info@FoodSafeManitoba.CA)
- or by phone at **204 888-2442**.

We would also appreciate any feed back, positive or negative. Through the “**Contact Us**” page.

**Thank you for choosing us. We appreciate your business.**