



Management Instructions for DVD Program

This food handler training program gives you all the tools needed to train your employees on your time and schedule, with a lower cost and fewer hassles. Only \$12.00/certificate plus city/county fees.

Here is how you get it done:

1. Click on "Register Now" tab that comes under Become An Affiliate. Fill up the form as well as choose your user name and password.
2. After completing the registration process, go back to the homepage and log in with the help of the user name and password. You will then reach the "Safeway Affiliate Interface".
3. Under the "Safeway Affiliate Interface" you will find five tabs in this order- 'Dashboard', 'Student Manager', 'My Account', 'Purchases', 'Logout'. Click on "Buy DVD Codes" under "Purchases" tab
4. Select the course and proceed with the check out process.
5. You now have three options:
 - a. [CSV Download](#) - You can download the DVD Codes in a CSV file format for your record .
 - b. [Student Handout](#) - You can also download the certificate claiming instruction sheet which can be given to each student /employee. Each course will have a specific code which can be entered under the "Get DVD Certificate" tab on the homepage.
 - c. [Bulk Entry](#)- Click on "Go to Bulk Entry" and select the DVD Codes you want fill then click on the "Bulk Entry" button and fill in the mandatory information of your students like name, address, e-mail address, D.O.B. etc. Bulk entry is the easiest system of management. This information will be used to print your student's certificate. Thus you need to fill in accurate information. Once you are finished, click on "Save". You can now print your certificate individually or download all at once.
6. You can access your purchase information any time through "DVD Codes Purchased" under "Purchases" tab.
7. Administer the 1 hour 15 minute DVD course. (You may want to input the information and print certificates while the DVD class is being held) Test and answers are included but a test is not required by the Texas Department of State Health Services.
8. Your employees are now certified and the certificate is good anywhere in The State of Texas for a period of two years.*

*Registration and payment is required with some health departments. The Austin/Travis County registration form is automatically included and all fields, including "mail to", are already populated for your convenience.