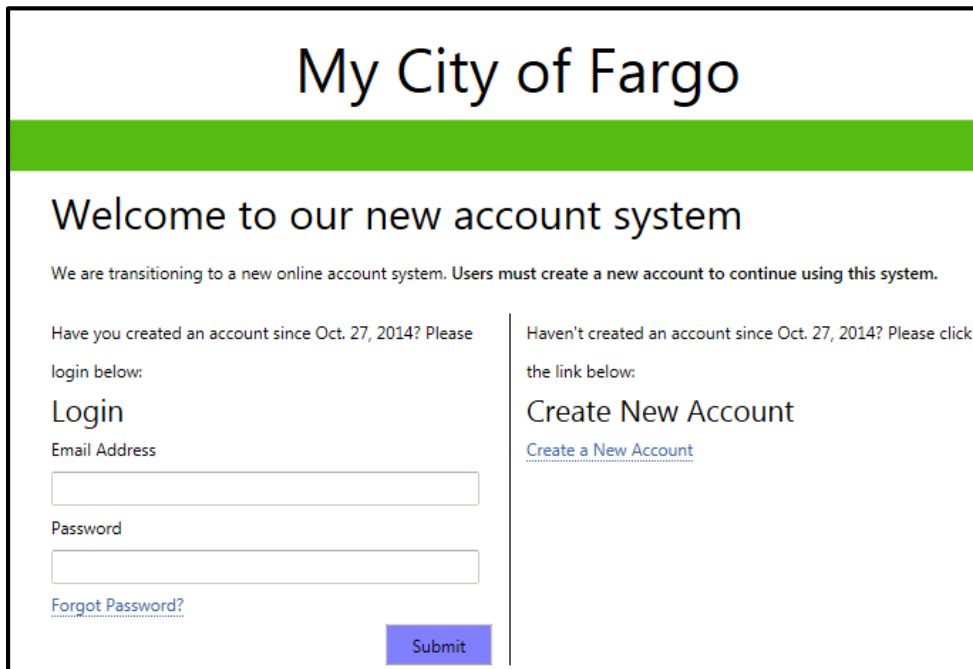


## Manager Account Instructions: Server Training Website

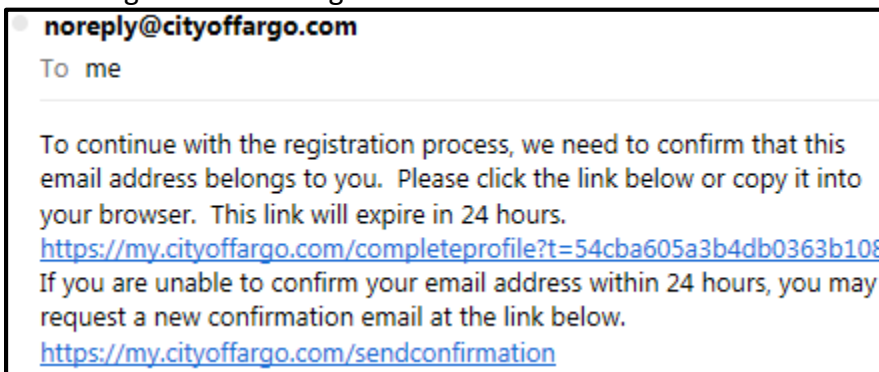
### Create a New City of Fargo Account

1. Go to [www.fargocasspublichealth.com](http://www.fargocasspublichealth.com).
2. Click on “Server Training” in the left menu column.
3. Click on “Register for Server Training”.
4. Click on “Click to Login” and to access My City of Fargo account system.
5. Click “Create a New Account” or login to existing account.



The screenshot shows the 'My City of Fargo' login and registration interface. At the top, it says 'My City of Fargo' with a green horizontal bar below it. Below the bar, it says 'Welcome to our new account system' and 'We are transitioning to a new online account system. Users must create a new account to continue using this system.' There are two columns of options. The left column is for users who have created an account since Oct. 27, 2014, and includes a 'Login' section with fields for 'Email Address' and 'Password', a 'Forgot Password?' link, and a 'Submit' button. The right column is for users who haven't created an account since Oct. 27, 2014, and includes a 'Create New Account' section with a 'Create a New Account' link.

6. Once a new account is created, you must confirm your email address. You will receive a confirmation email from [noreply@cityoffargo.com](mailto:noreply@cityoffargo.com). Click on the link provided in the body of the email and import your existing profile or create a new one. Once you complete your profile you will be redirected to the login screen to Login.



The screenshot shows an email from 'noreply@cityoffargo.com' addressed to 'me'. The body of the email states: 'To continue with the registration process, we need to confirm that this email address belongs to you. Please click the link below or copy it into your browser. This link will expire in 24 hours.' It provides a blue hyperlink: <https://my.cityoffargo.com/completeprofile?t=54cba605a3b4db0363b108>. It also says: 'If you are unable to confirm your email address within 24 hours, you may request a new confirmation email at the link below.' and provides another blue hyperlink: <https://my.cityoffargo.com/sendconfirmation>.

# My City of Fargo

## Complete Profile

To confirm your account you must complete your profile. This can be done in two different ways.

### Import existing profile

Do you have an existing City of Fargo account? Login to transfer settings to your new account. This will be your only opportunity.

[Import existing profile](#)

Or

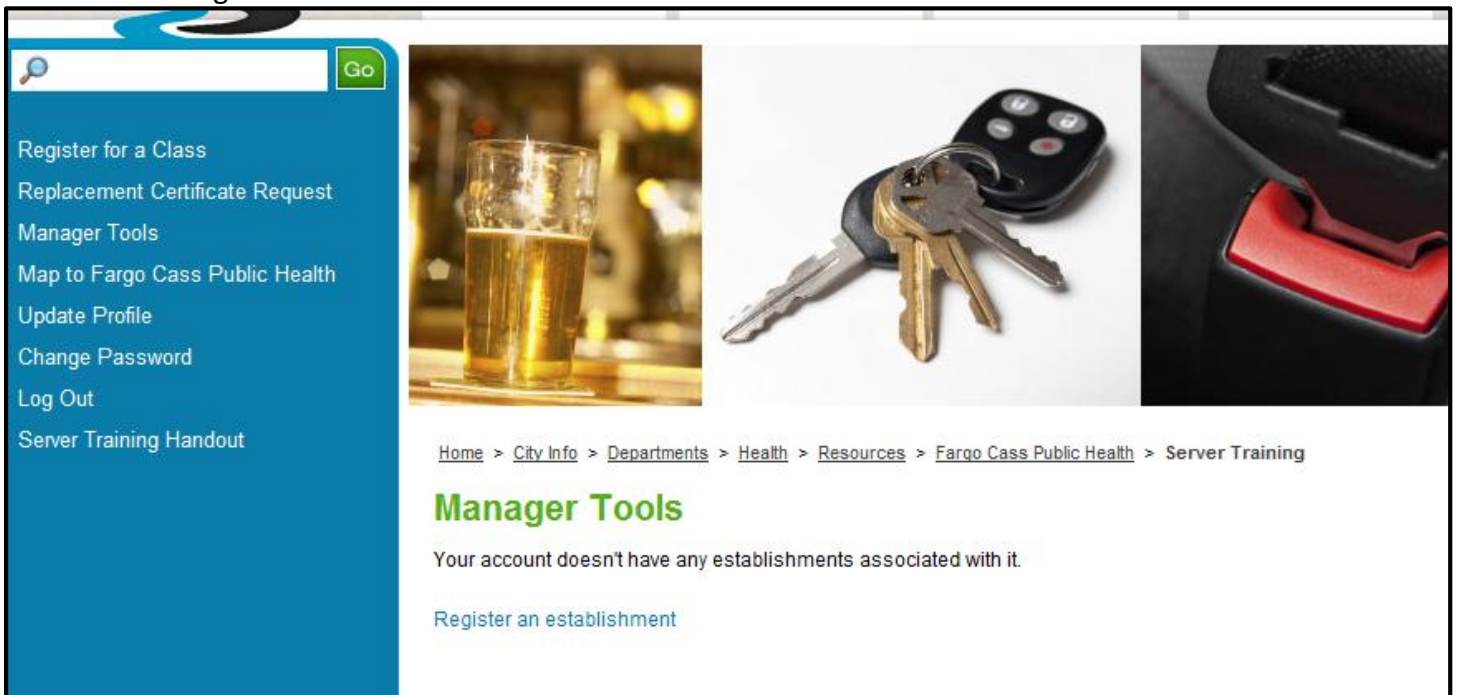
### Create a new profile

If you do not have an existing account you will need to create a new profile.

[Create a new profile](#)

## Sign Up for Manager Tools

- Once you have logged in you will be directed to the Server Training Registration page. Click on “Manager Tools” in the left menu column.
- Click “Register an establishment”.



Home > [City Info](#) > [Departments](#) > [Health](#) > [Resources](#) > [Fargo Cass Public Health](#) > [Server Training](#)

## Manager Tools

Your account doesn't have any establishments associated with it.

[Register an establishment](#)

9. Supply Establishment Information and Manager Details and click “Register” button.

Home > City Info > Departments > Health > Resources > Fargo Cass Public Health > Server Training

## Register an Establishment

# Establishment Information:

Company Name:

Address:

City:

State:

Zip:

# Manager Details:

Manager Name:

Manager E-mail:

Manager Phone:

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10. Fargo Cass Public Health staff will verify the information you provided. Once verified, your Manager Account will be activated and you will receive an email notification of activation. *Please allow up to three business days.*

### Using Manager Tools

- Once Manager Tools account is created and activated, you can access “Manager Tools” when you login.
- Go to [www.fargocasspublichealth.com](http://www.fargocasspublichealth.com) and click on “Server Training” in the left menu column. Select “Click to Login” below class offerings, then click “Manager Tools” in left menu column.
- In Manager Tools under the “Server Training Registrations” section, you can click on “View Server Registrations from Your Establishments”. This feature allows you to do the following:
  - View employees who registered for a class.
  - Confirm whether or not employees attended the class.
  - Scroll “Establishment” to view registrations by business if you have more than one registered.
  - Scroll “Class” to view a specific registrations by class date and time.
  - Filter the list by clicking table headings: Name, Class, or Attended.

Home > City Info > Departments > Health > Resources > Fargo Cass Public Health > Server Training

## Server Training Registrations

Establishment:

Class:

Name	Class	Phone	E-Mail	Attended
Doe, Jane	10/1/2013 5:00-7:00 PM	7015558200		Yes
Doe, John	1/6/2014 7:00-9:00 PM	7015558200		Yes
Smith, Bob	9/11/2013 5:00-7:00 PM	7015555555		No

- Under the “Update Establishment Profile” section, click on the establishment to change the establishment’s information or manager details.

### Other Tools

- “Map to Fargo Cass Public Health” show the building location where classes are held.
- “Update Profile” button allows you to change your manager information (name, e-mail address, street address, business name, phone number).
- Change Password
- “Server Training Handout” option brings up a PDF copy of the PowerPoint that is presented in class. This does not replace the actual Server Training class. It is only for review.

The screenshot shows the Fargo website interface. At the top, there are navigation tabs for "City Info", "Residential", "Business", and "Departments". Below these is a search bar with a "Go" button. A sidebar menu on the left contains the following links: "Register for a Class", "Replacement Certificate Request", "Manager Tools", "Map to Fargo Cass Public Health", "Update Profile", "Change Password", "Log Out", and "Server Training Handout". The main content area features three images: a beer in a glass, a set of keys, and a red emergency stop button. At the bottom, a breadcrumb trail reads: "Home > City Info > Departments > Health > Resources > Fargo Cass Public Health > Certificate Card Replacement Request".

## How to Register for a Class

1. Go to [fargocasspublichealth.com](http://fargocasspublichealth.com). Click on “Server Training” in left menu column. Click on “Register for Server Training”. Select “Click to Login” below class offerings.
2. Confirm or change “Personal Information” (It will auto-fill with the information you provided in your profile).

### Server Training Registration

#### Personal Information:

First name:

Last name:

Phone number:

E-mail address:

Establishment(s) you work for (max 3): (please select from the list below and click Add Establishment)

#### Select a class:

**Date:** Monday, February 10, 2014 7:00-9:00 PM  
**Location:** Fargo Cass Public Health, 401 3rd Ave N, Fargo  
**Instructor:** Officer Schindeldecker, Fargo Police Department  
**Full**

**Date:** Thursday, February 20, 2014 5:00-7:00 PM  
**Location:** Fargo Cass Public Health, 401 3rd Ave N, Fargo  
**Instructor:** Officer Danielson  
[Select](#)

**Date:** Monday, February 24, 2014 7:00-9:00 PM  
**Location:** Fargo Cass Public Health, 401 3rd Ave N, Fargo  
**Instructor:** Officer Clower  
[Select](#)

#### Important Notes

3. Scroll through the establishment list to find your business then click “Add Establishment”. You MUST click the “Add Establishment” button to proceed. If your establishment isn’t listed select “NONE, OR OTHER” and click “Add Establishment” button.
4. Click “Select” under the class that you will be attending (make sure it highlights yellow when you click on it).
5. Read through Payment Policy.

## Payment Policy

There is a \$20 fee to attend the server training course.

If you are renewing your certification you may qualify for a reduced fee of \$5. To qualify, you MUST present your UNEXPIRED server training certificate card issued by Fargo Cass Public Health upon sign in.

You may register without payment. However, you must present payment upon sign in for the class. Only **cash or money order** will be accepted if payment is presented at sign in. No one will be allowed to attend the server training course without payment; we **will not** bill you for the server training course after it has been completed.

If you plan to pay by credit card, payment must be made online at the time of registration. You must register online 48 hours in advance of the course.

Please be advised that we have a **NO REFUND** policy.

Your payment will not **without any exception** be refunded. For this reason, we strongly recommend you consider the following **before making a payment online with a credit card:**

- Carefully check the date and time of the class.
- Check your schedule for availability.
- Ask any questions before submitting your payment.
- Do not allow children or other unauthorized family members or friends to access your credit cards to ensure that no one pays without your permission.

## Online Payment Center

Fargo Cass Public Health accepts online payments for server training. The server training payment system is administered by Paymentus Corporation, no convenience fee is charged. You will receive an email confirmation when paying for server training. When you receive your credit card statement the charge will display as "FCPH Health Promotion".

By making a payment for server training, you acknowledge that you have read and agree to the above **No Refund Policy**.

Check to agree and pay online.

6. If PAYING ONLINE with e-check, credit card, or debit card, click "Check to agree and pay online".
7. If NOT paying online do not check this box and click "Register" at the bottom of the page. A confirmation e-mail will be sent. \$20 is required to attend and can be paid with **cash or money order** when you sign in. The fee is only \$5 if you are renewing and present your UNEXPIRED certification card from a previous class. Print registration confirmation e-mail for class sign-in.
8. If paying online and the box is checked, click on the "Register" button at the bottom of the page. A registration confirmation e-mail will be sent. Complete the 3 step online payment process. Payments can be made with e-check, debit card, or credit card. Print Payment Confirmation page or email and Server Training registration confirmation e-mail. Have both available for class sign-in.

▶ Customer Information

▶ Account & Payment Information

▶ Confirm Payment

Welcome to The Safe Communities bill payment system powered by Paymentus Corporation. We accept payments using: Visa, MasterCard, Discover and Electronic Check.

We will receive an instant notification of your payment and will post it to your account next business day. For each payment, you will receive a confirmation number. We will also send you an email confirmation for your records.

Your information is secure and encrypted and will only be used for the purpose of processing this payment transaction.

Please enter all of the information below and click **Continue**.

Contact Information

\* First name:

Middle name:

\* Last name:

\* ZIP code:

\* Daytime phone number: (  )  -  ext.

\* Email address:   
Please provide an e-mail address so that we may send you a confirmation of payment or to notify you of any payment problems. Your e-mail address will not be used for any other purpose.

\* Retype email address:

Powered by Paymentus - The most effective way to pay.

▶ Customer Information

▶ Account & Payment Information

▶ Confirm Payment

Please enter all of the information below and click **Continue**.

Account Information

\* Payment type:

\* Account number:

Payment Information

\* Payment method:

## How to Request Replacement Certificate Card

1. Go to [fargocasspublichealth.com](http://fargocasspublichealth.com). Click on “Server Training” in left menu column. Click on “Register for Server Training”. Select “Click to Login” below class offerings. Click “Replacement Certificate Request” in the left menu column.

Home > City Info > Departments > Health > Resources > Fargo Cass Public Health > Certificate Card Replacement Request

### Server Training Certificate Card Replacement Request

**Personal Information:**

First name:

Last name:

Former Last name (if applicable):

Date of Birth:

Address:

City:

State:

Zip Code:

Phone number:

E-mail address:

Choose one:

I want a replacement card mailed to me at the address above.

I want to pick up a replacement card before a Server Training class.

Note: You must arrive 15 minutes prior to the start of class.

## Important Notes

You will only be issued a replacement card if we have record of your attendance at a Server Training class held by Fargo Cass Public Health.

Please allow up to five business days to receive your replacement card.

If you are renewing your Server Training certification you may qualify for a fee exemption. To qualify, you **MUST** present your server training certificate card upon sign in.

### Payment Policy

2. Confirm or revise Personal Information (it will already be auto-filled with your information).
3. Select mail or pick up option. If pick up is selected, choose the class you will pick it up at.
4. Read Important Notes section.
5. There is a \$5 fee for a replacement certificate card.
6. Check the “check to agree to pay online” box if PAYING ONLINE. Complete the 3 step online payment process. Payments can be made with an e-check, debit card, or credit card. If you want the card mailed, payment must be made online, otherwise it can be picked up 15 minutes prior to a scheduled Server Training class. Upon pick up, payment must be made with **cash or money order**.