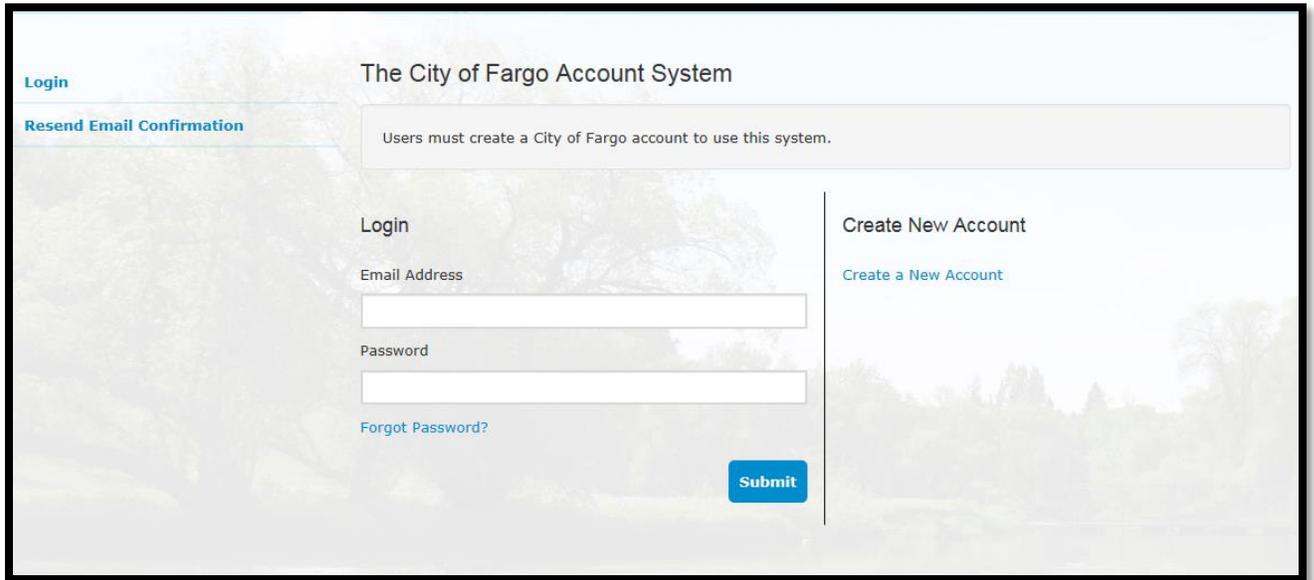


Server Training Online Registration Instructions

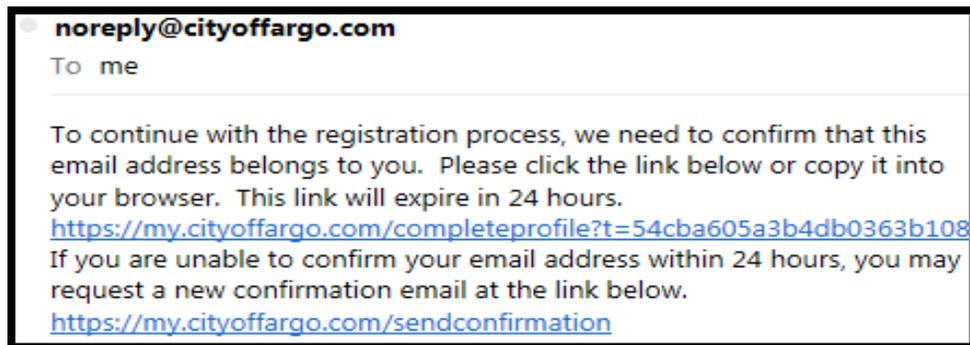
Create a City of Fargo Account

- Go to <http://myservertraining.org>
- Click on “Login in” to access My City of Fargo account system.
- Click “Create a New Account”



The screenshot shows the 'The City of Fargo Account System' login and registration interface. On the left, there are links for 'Login' and 'Resend Email Confirmation'. The main area contains a message: 'Users must create a City of Fargo account to use this system.' Below this, there is a 'Login' section with input fields for 'Email Address' and 'Password', a 'Forgot Password?' link, and a 'Submit' button. On the right, there is a 'Create New Account' section with a 'Create a New Account' link.

- Once a new account is created, you must confirm your email address. You will receive a confirmation email from noreply@cityoffargo.com. Click on the link provided in the body of the email create a profile. Once you complete your profile you will be redirected to the login screen to Login.



The screenshot shows a web page with a navigation menu on the left containing 'Login' and 'Resend Email Confirmation'. The main content area is titled 'New Profile' and contains the following form fields: First Name, Last Name, Address, City, State, Zip, Phone, and Birth Date. A blue 'Submit' button is located at the bottom of the form. The background of the page features a blurred image of trees.

Sign Up for Manager Tools

- Go to <http://myservertraining.org> and click "Login" Once you have logged on, click "Manager Tools"

The screenshot shows a web page titled 'Manager Tools'. On the left side, there is a vertical list of navigation links: 'Register for a Class', 'Online Renewal Course Request', 'Replacement Certificate Request', 'Manager Tools', 'Server Training Handout', 'Update Profile', 'Change Password', and 'Log Out'. On the right side, the text reads 'Your account doesn't have any establishments associated with it.' Below this text is a link that says 'Register an establishment'. The background of the page features a blurred image of trees.

- Click on "Register an Establishment"

- Supply Establishment Information and Manager details and click “Register” button.

- 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 Tool

- Once Manager Tools account is created and activated, you can access “Manager Tools” when you login.
- Go to <http://myservertraining.org> and Click “Login” once you have logged in click “Manager Tools” in the left menu column.
- In Manger 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 class.
 - Confirm whether or not employees attended the class.
 - Scroll “Establishment” to view registration by business if you have more than one registered.
 - Scroll “Class” to view a specific registration by class, date, and time.

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

- Filter the list by clicking table headings: Name, Class, or Attended.
- Under the “Update Establishment Profile” section, click on the establishment to change the establishment’s information or manager details

Other Tools

- “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.

Register for a Class

- Go to <http://myservertraining.org> and click “Login” from the left hand column. Once you have logged in, click “Register for a Class”
- Confirm or change “Personal Information” (It will auto-fill with the information you

- provided in your profile).
- 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.

- Click “Select” under the class that you will be attending (make sure it highlights yellow when you click on it).
- 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.

- If PAYING ONLINE with e-check, credit card, or debit card, click “Check to agree and pay online”.
- 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 and bring to class for sign-in.
- 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.

Online Bill Payment System Paymentus Logo

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 email address so we may send you a confirmation of payment. Your e-mail address will not be used for any other purpose.

* Retype email address:

Powered by Paymentus - The most effective way to pay.

Online Bill Payment System Paymentus Logo

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:

B. How to Request Replacement Certificate Cards

- Go to <http://myservertraining.org> Click “Login” on the left hand column. Once you have logged in, click “Replacement Certificate Request”

Register for a Class

Online Renewal Course Request

Replacement Certificate Request

Manager Tools

Server Training Handout

Update Profile

Change Password

Log Out

Server Training Certificate Card Replacement Request

Personal Information:

First name: Jane

Last name: Doe

Former Last name (if applicable):

Date of Birth:

Address: 1240 25th St S

City: Fargo

State: ND

Zip Code: 58103

Phone number: 701-241-1340

E-mail address: jdoe@fargond.gov

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 reduced fee of \$5. To qualify, you **MUST** present your **UNEXPIRED** server training certificate card upon sign in.

- Confirm or revise “Personal Information:” (it will already be auto-filled with your information).
- Select mail or pick up option. If pick up is selected, choose the class you will pick it up at.
- Read “Important Notes” section.
- There is a \$5 fee for a replacement certificate card.
- 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**.

Online Alcohol Server training Renewal Course Information

1. To Qualify for the online alcohol server Training course you must meet the following criteria:
 - Completed Safe Communities Coalition of the Red River Valley or Fargo Cass Public Health alcohol Server Training course **in person** within the past three years (every other renewal training must be attended in person);
 - Have a computer or can access a computer (does not work on mobile devices);
 - Submit a request online;
 - Pay the \$5 course fee online via credit card, debit card, or e-check at the time of your request
2. If approved, you will receive an email containing a link and unique password to access the course. The email will be sent within 10 days of submitting your request.
3. Once the course link and password are sent, you must meet the following criteria:
 - Complete the course within two weeks;
 - View all course content;
 - Pass the final exam by earning a score of 70% or higher;
 - Pass the final exam within three attempts (if not passed within three attempts you must attend the course in person).
4. If you successfully complete and pass the online course within the specified time period, Fargo Cass Public Health will mail your Server Training certification card within 10 days. The card will be mailed to the address provided in your request.
 - Note: if you do not meet all criteria above, you are required to take Fargo Cass Public Health's alcohol Server Training class in person. Registration is required.

How to Request the Online Alcohol Server Training Renewal Course

1. Create a My City of Fargo user account (see page 1) or login to your existing My City of Fargo account.
2. Go to myservertraining.org. Click "Online Renewal Course Request" in the left menu column
3. Confirm or change "Personal Information" form (it will auto-fill with the information you provided in your profile) and add requested information, if available.
4. Read "Important Notes" section
5. Make your repayment. There is a \$5 fee for the online course. Payments can be made with an e-check, debit card, or credit card. Click the "check to agree to pay online" box. Complete the 3-step online payment process.
6. Click the "Submit" button.

***If you have difficulty creating an account or requesting the online alcohol Server Training course, please contact Robyn at rlitkesall@FargoND.gov or 701-241-1341 for assistance.