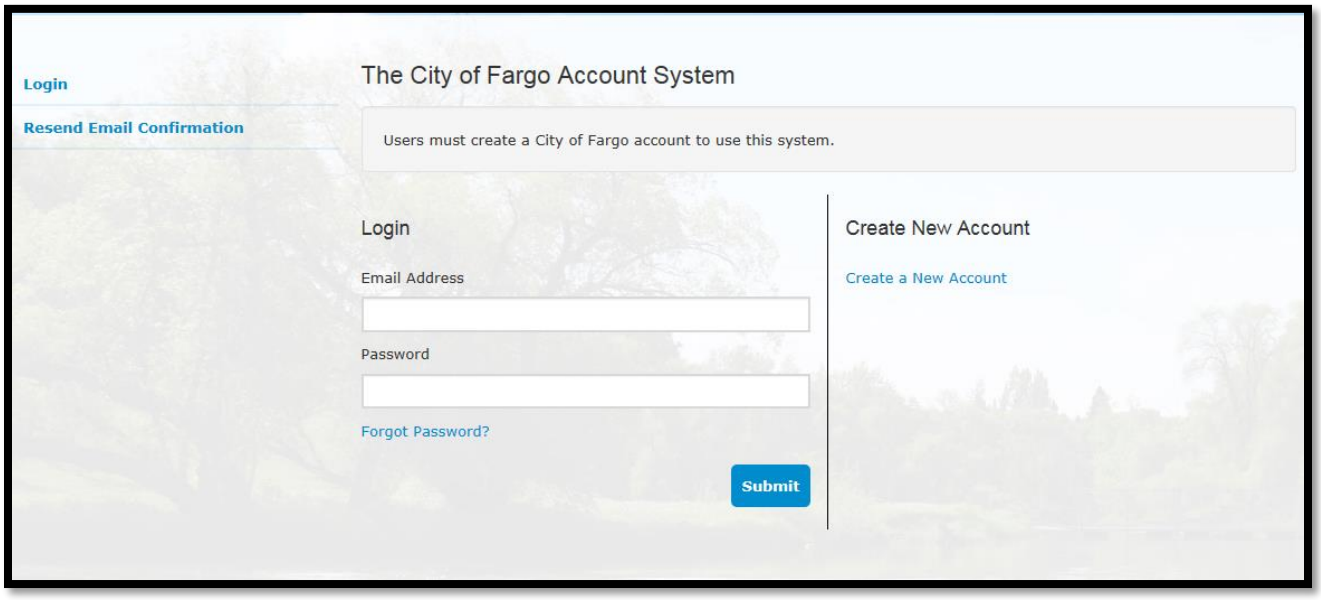
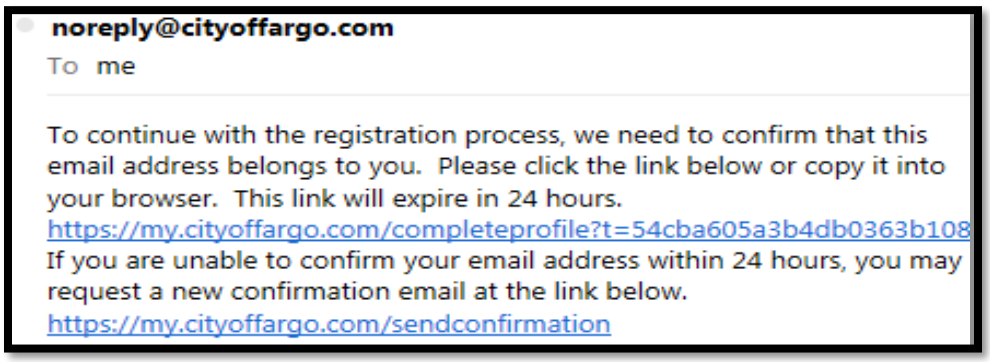
Server Training Online Registration Instructions

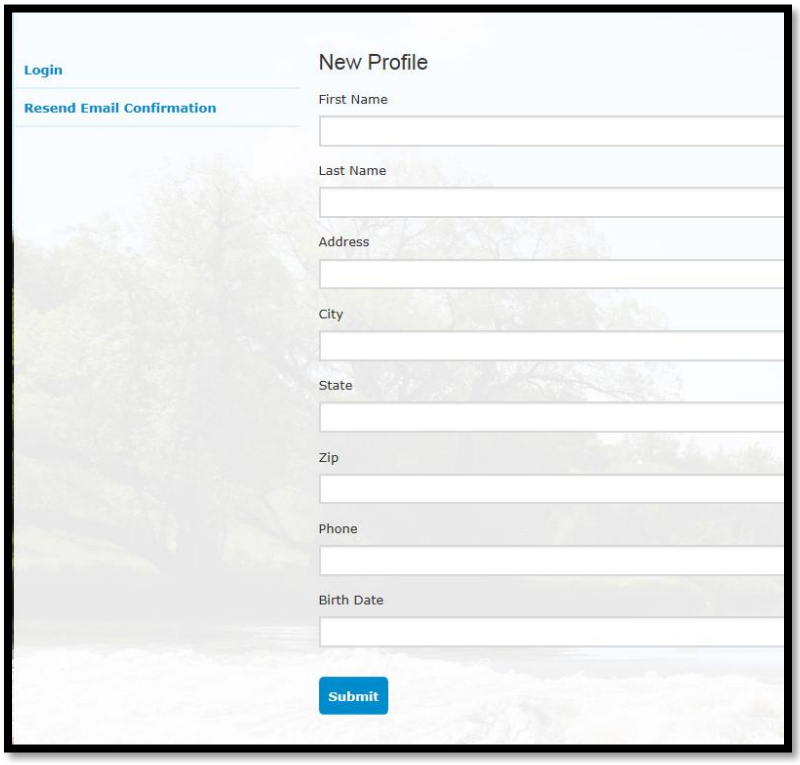
Create a City of Fargo Account

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



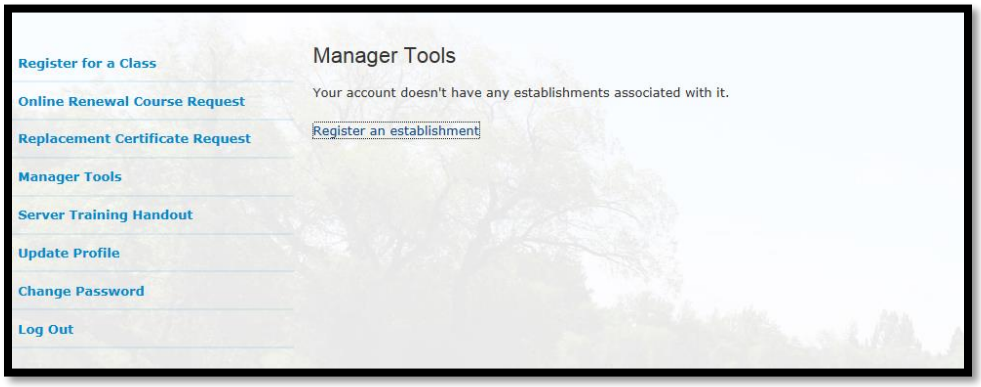
- Once a new account is created, you must confirm your email address. You will receive a confirmation email from noreply@FargoND.gov. Click on the link provided in the body of the email to create a profile. Once you complete your profile, you will be redirected to the login screen to Login.





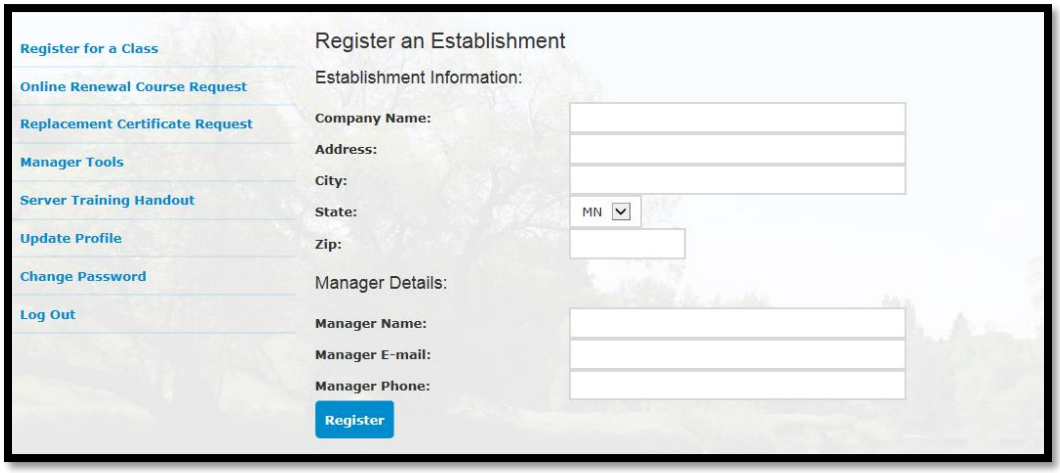
Sign Up for Manager Tools

- Go to http://myservertraining.org and click “Login” Once you have logged in, click “Manager Tools”



- Click on “Register an Establishment”

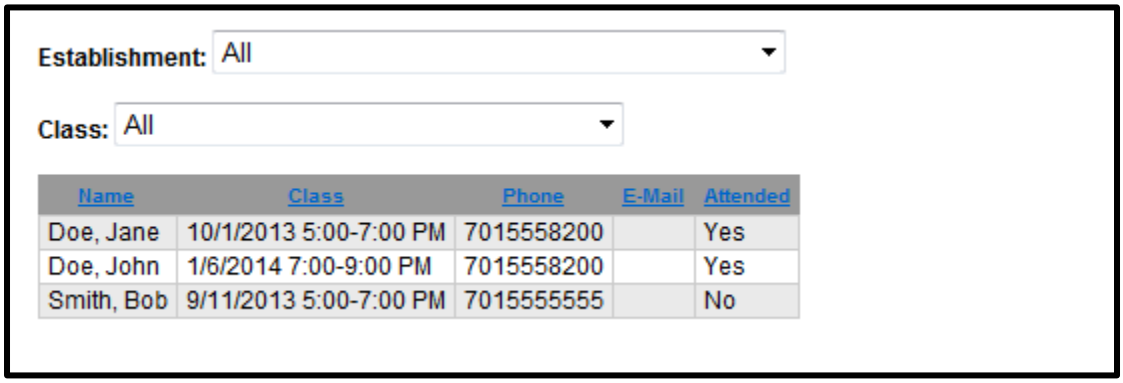
- Supply Establishment Information and Manager Details and click “Register”.



- Fargo Cass Public Health staff will program the information you provided. Once programmed, your Manager Account will be activated and you will receive an email notification of activation. *Please allow up to five 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 “Class” to view a specific registration by class, date, and time.



- Filter the list by clicking table headings: Name, Class, or Attended.

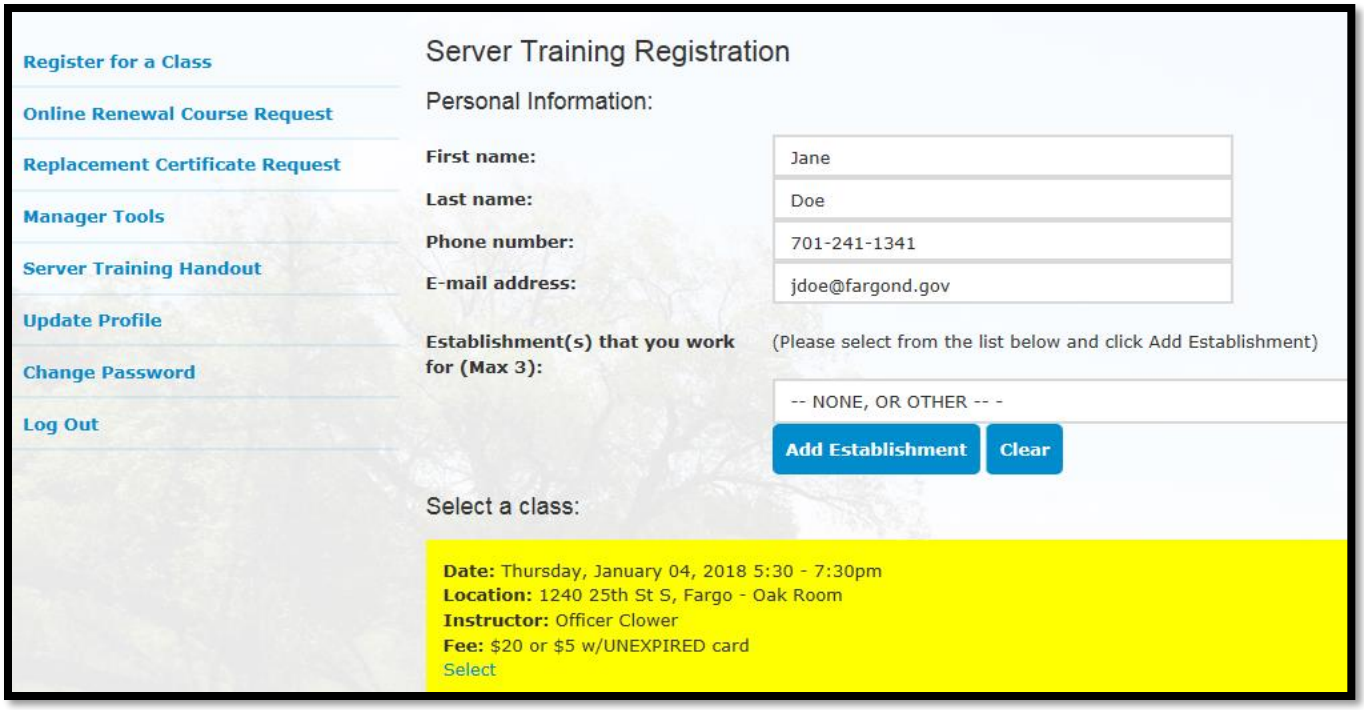
- Under the “Update Establishment Profile” section, click on the establishment to change the establishment’s information or manager details.

Other Tools

- “Update Profile” option 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.

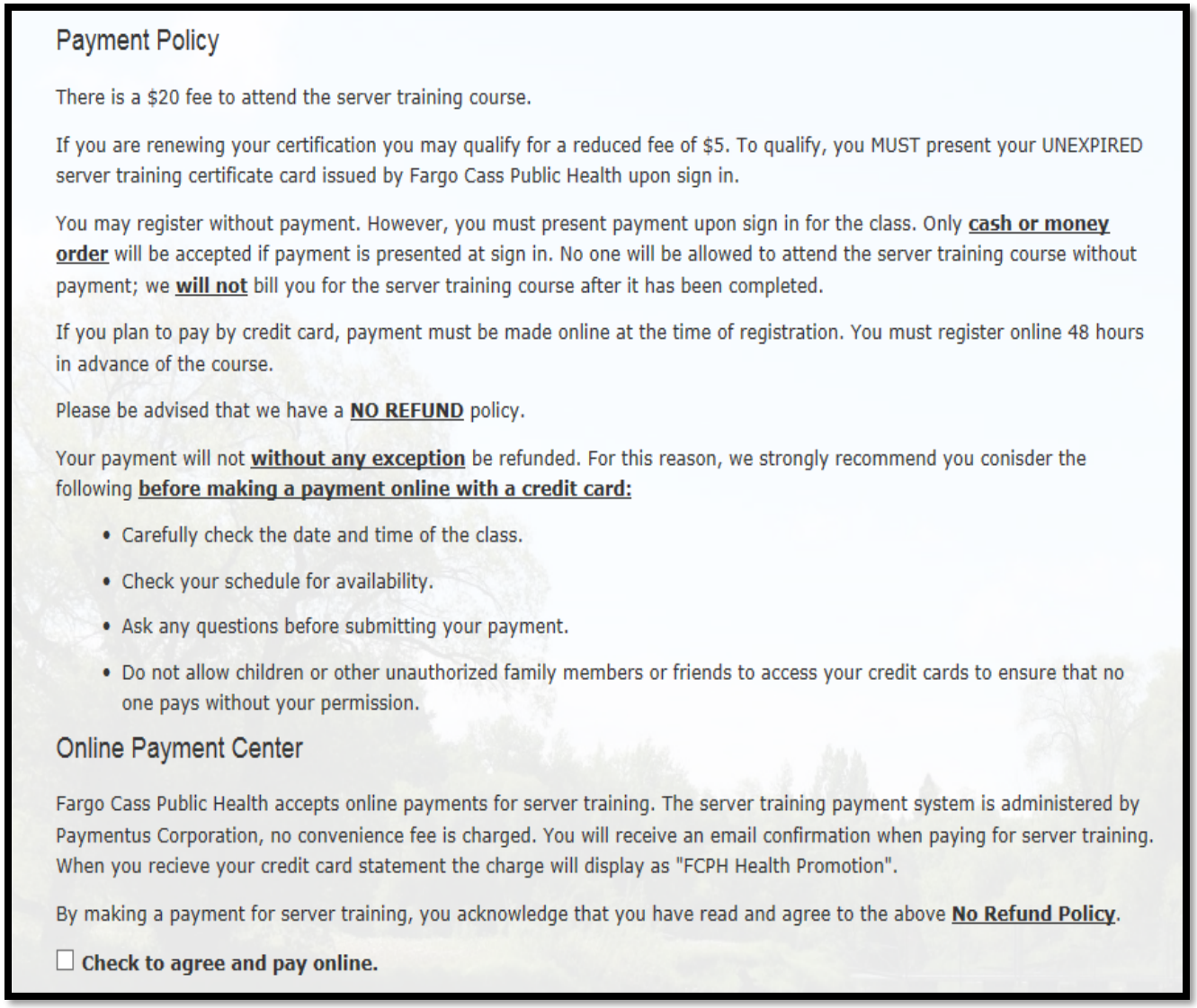
Register for a Class

- Go to http://myservertraining.org and click “Login” from the left hand menu. Once you have logged in, click “Register for a Class”.
- Confirm or change “Personal Information” (It will auto-fill to an employee’s information provided in their 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 is not listed, select “NONE, OR OTHER” and click “Add Establishment”.
- 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 conisder 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.

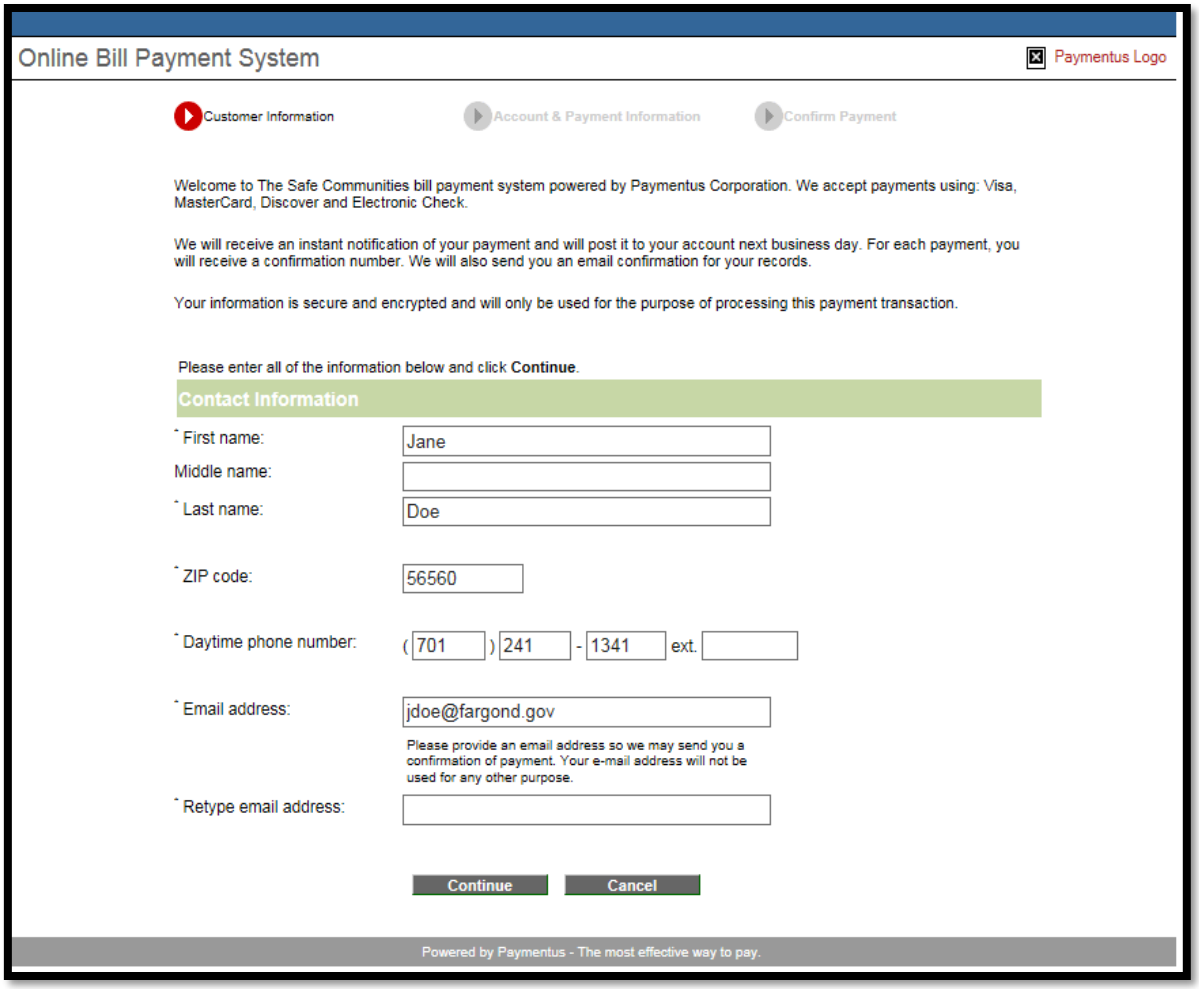
Online Payment Center

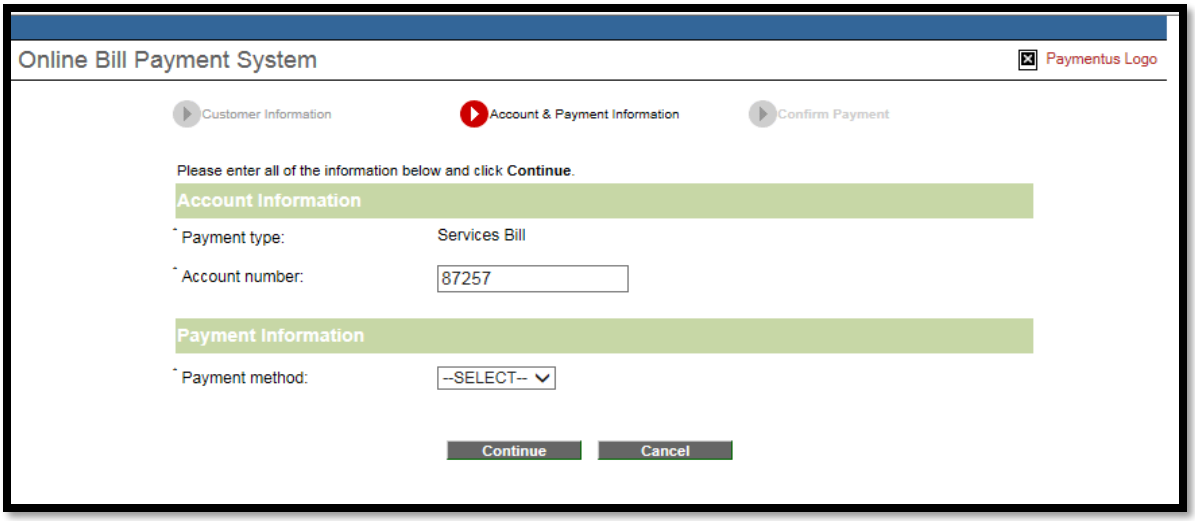
Fargo Cass Public Health accepts online payments for server training. The server training payment system is administered by Paymentus Corporation, no convenience fee is charged. You will receive an email confirmation when paying for server training. When you recieve your credit card statement the charge 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 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:
Jane
Middle name:
* Last name:
Doe
* ZIP code:
56560
* Daytime phone number:
(701) 241 - 1341 ext.
* Email address:
jdoe@fargond.gov
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:
Continue
Cancel
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:
Services Bill
* Account number:
87257
Payment Information
* Payment method:
--SELECT--
Continue
Cancel

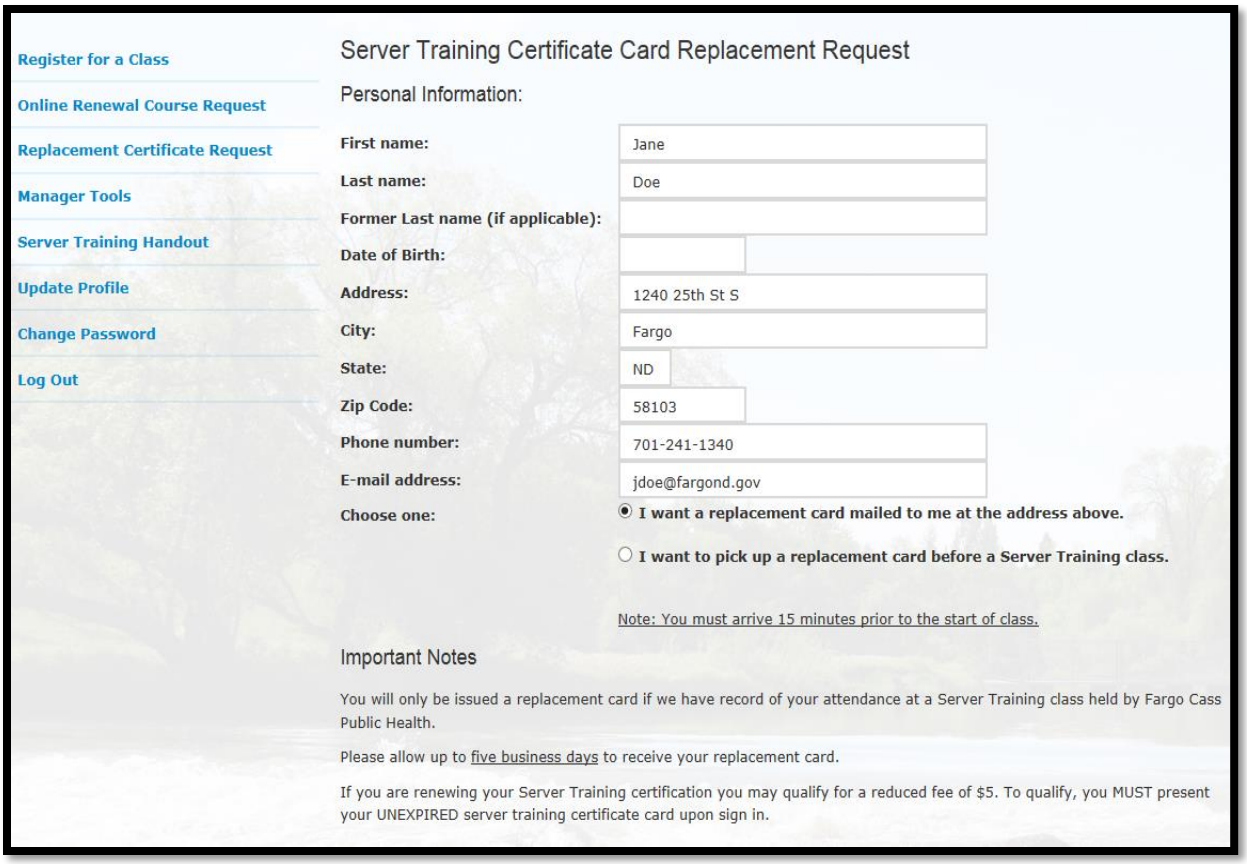
How to Cancel Your Registration

- Go to http://myservertraining.org Click “Login” on the left menu column.
- Once you login, you will see your current registration with a “Cancel” option next to it. Once clicked, your registration will be cancelled.

Note: there are no registration refunds once registrations have been made.

How to Request Replacement Certificate Cards

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



- 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 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 a 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 http://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 payment. 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.
7. If approved, you will receive an email containing a link, and a unique password to access the course. The email will be sent within 10 days of submitting your request.
8. Once the course link and password are sent, you must meet the following criteria:
    a. Complete the course within two weeks;
    b. View all course content;
    c. Pass the final exam by earning a score of 70% or higher;
    d. Pass the final exam within three attempts (if not passed within three attempts you must attend the course in person).
9. 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.
    a. 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.

***If you have difficulty creating an account or requesting the online alcohol Server Training course, please contact Preston at PNesemeier@FargoND.gov or 701.241.8576 for assistance.