

# If you are a Manager/Supervisor...

1

Go to <http://foodlegal.learntobesafe.net> and enter your username and password.

2

From here select the relevant 'Control Panel'!

3

Here you can view trainees, add trainees (new or existing), buy licenses and download course notes.

4

When you add a trainee you can either add an existing trainee from your list or add a new trainee. When you add a new trainee you will choose a username and password for them so that they have their own individual login details. If you add an existing trainee they will use their existing login to access this new course.

5

To print a certificate for an individual, go to 'View Trainees' in your Control Panel and you will see a list of names. If they have passed the assessment there will be a printer symbol on the right hand side. Click this to print the certificate.

6

In 'View Trainees' you can also 'export trainees' into a CSV file that can be opened in Excel.

7

Use the menu on the left to go to Control Panels for different courses.

## Instructions for your trainees:

### Sound

The course requires sound. To complete the course you will need headphones if speakers are not available.

### Assessment

You will be asked a series of multiple choice questions. To pass the assessment you will need to score above 67% in each of the modules you take.