

GREENLEE COUNTY

FOOD SAFETY TRAINING



Registration Tutorial

If you have already registered as a student and purchased courses, you may use the User Id and Password you created to log in and begin your training. Please click on the Student Tutorial link to begin.

If you have not registered, please follow the steps below to register and purchase courses.

- 1st Go to your web browser and type in:
<http://greenlee.foodsafetytrainingonline.com>
- 2nd Click on the “New User Sign Up” link at the bottom of the left column.
- 3rd Then fill out the information in the Student Registration Form. Be sure to select a User ID and password that you will remember. You will need this each time you log back into the training.
- 4th You will then be asked to verify your information is correct. Click the “I need to re-enter” link if changes are needed. If the information is correct, click “Looks Good”.
- 5th Then click on the “Purchase Classes” link. Then you may check the boxes next to the courses you would like to purchase and then click “Subtotal”.
- 6th If the Subtotal is correct, click “Check Out” and then enter your credit card information and finalize your purchase.

Please print and retain your receipt, which will contain your User ID and Password.
- 7th Once you have completed your purchase you will be directed back to the Select a Class page where you may choose a class to begin from the drop down list and click “Continue”. See Student Tutorial for further instructions.

Have questions or need help?

Please contact Melanie Purdy
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