

# Community Food Share Food Safety, etc. Courses

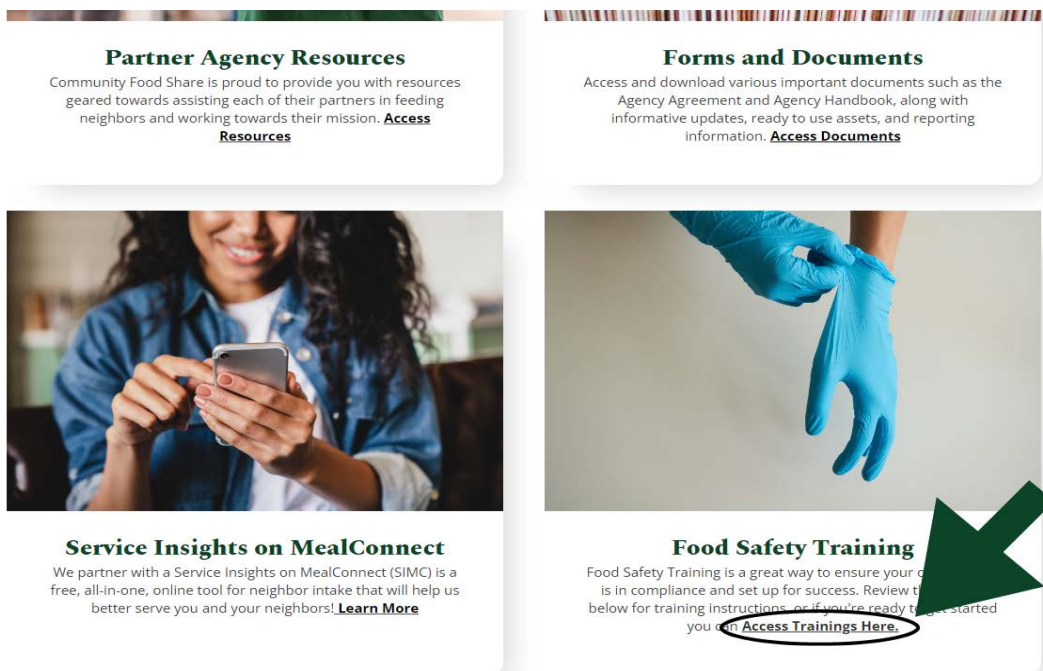
## How to Enroll in a Course and Access a Course



1. Disable your pop-up blocker so you are able to access the course.
2. Visit [www.communityfoodshare.org](http://www.communityfoodshare.org), click on **Agency Toolbox**.



1. Click on **Access Training Here**.



2. Enter your username and password to log into NeoGov. **If you do not have a username and password to Learn, please reach out to the Senior Food Resource & Compliance Manager, at [dvandaele@communityfoodshare.org](mailto:dvandaele@communityfoodshare.org)**

# NEOGOV

Username

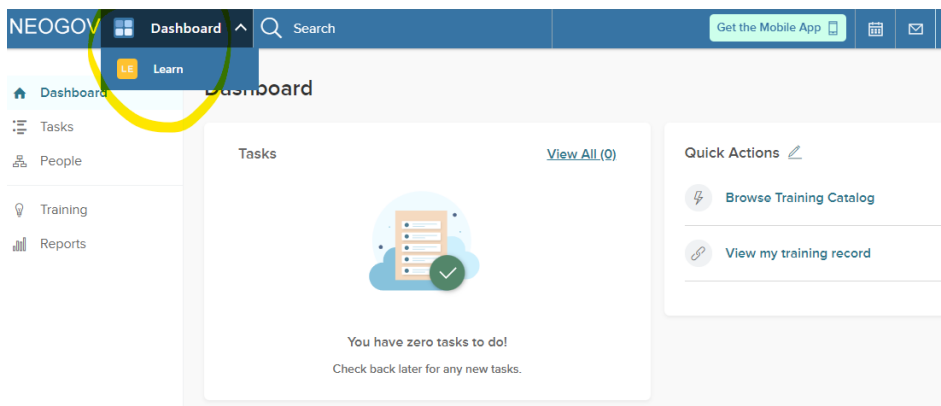
Password

*All fields are required*

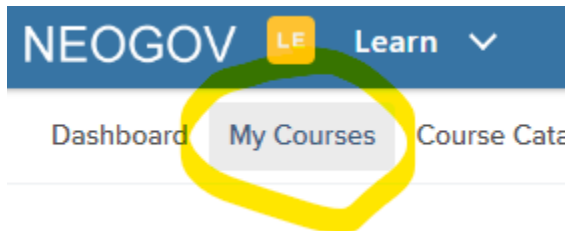
Log In

[Forgot your username or password?](#)

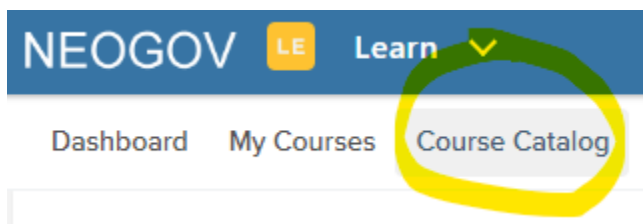
3. From the Dashboard, click the dropdown arrow and select **Learn**



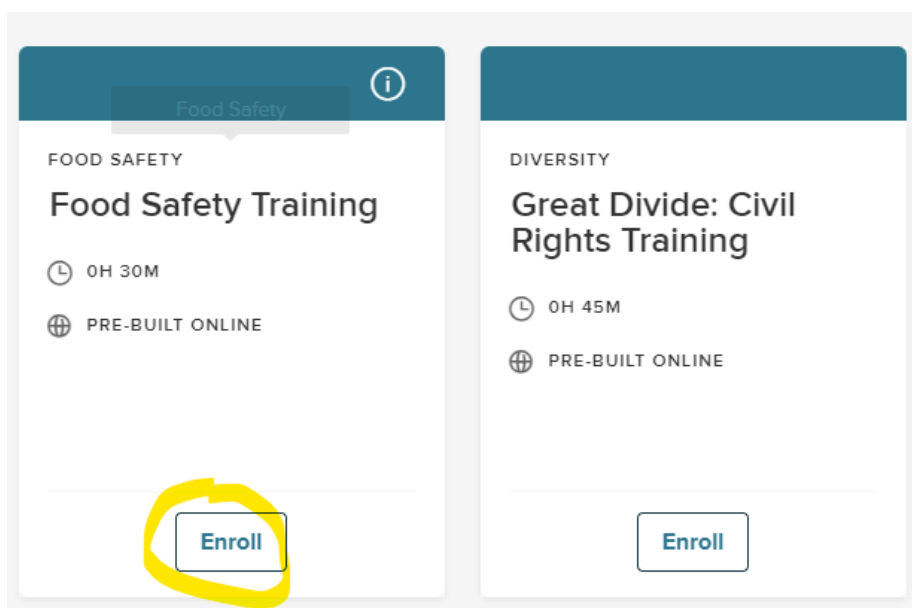
4. To access your courses, select **My Courses**. You will be able to access all the courses you have been enrolled in. **If you are not seeing the courses, you will need to self-enroll. Please follow steps 5-7 to self-enroll into a course. If you are already enrolled in the courses, please skip to step 8.**



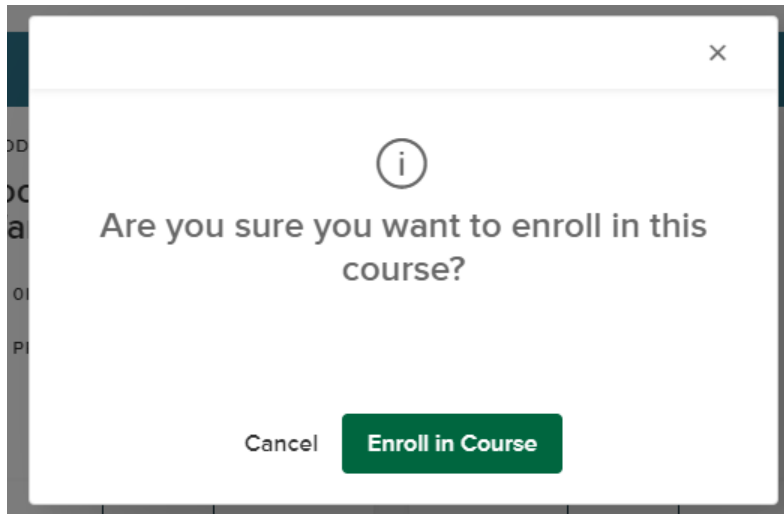
5. To Self-Enroll click on **Course Catalog**.



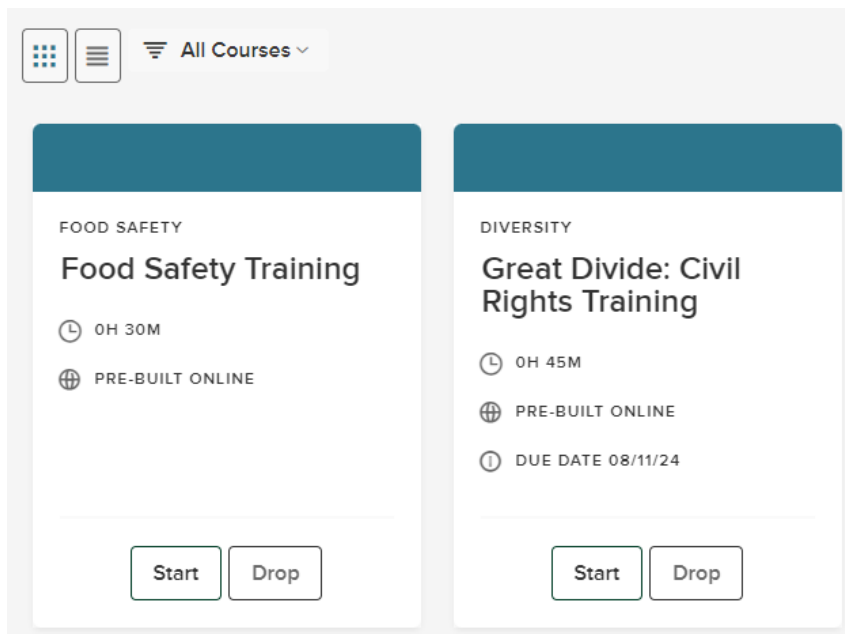
6. Scroll down to the list of courses and click **Enroll** on the course that you need to take. Hunger Relief Partner Agencies are required to take the “Food Safety Training” and any Hunger Relief Partner Agencies who distribute TEFAP are required to take “The Great Divide: Civil Rights Training.”



7. A pop-up window will appear asking you “Are you sure you want to enroll in this course?” Click **Enroll in Course**. You will have 30 days to complete the course.



8. To access your course, click on the **My Courses** tab. You will see the courses you are enrolled in and can select **Start**.



9. This will take you to a popup window. Click on “launch course.”

### Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

[Launch Course](#)

10. Follow the instructions and prompts to navigate and complete the course.

11. You are able to stop the course at any time and resume the course. If you have stopped the course before completing it, you can start it back by selecting the **My Courses** tab clicking **Resume**.

The screenshot displays a user interface for managing courses. At the top, there are navigation icons (a 3x3 grid and a hamburger menu) and a dropdown menu labeled 'All Courses'. Below this, two course cards are shown side-by-side. The first card, titled 'FOOD SAFETY' and 'Food Safety Training', indicates a duration of '0H 30M' and is 'PRE-BUILT ONLINE'. It features 'Drop' and 'Resume' buttons at the bottom. The second card, titled 'DIVERSITY' and 'Great Divide: Civil Rights Training', indicates a duration of '0H 45M', is 'PRE-BUILT ONLINE', and has a 'DUE DATE 08/11/24'. It features 'Start' and 'Drop' buttons at the bottom.

12. Please print out your certificate of completion and keep for your records.

Happy Learning!

