



FOODSAFE

Online Food Safety Training

Getting Started

1. Visit [https://www.ehawa.org.au/events/category/food safe-online-43](https://www.ehawa.org.au/events/category/food-safe-online-43)
Or go to the EHA (WA) website www.ehawa.org.au, in the menu find Events then FoodSafe Online.
 2. Select the FoodSafe Online Course in your preferred language by clicking on the name of the course.
 3. Read the important information and then start the registration process by clicking **Submit** in the green box at the bottom of the page.
 4. Enter your details. Please ensure that you are using a unique email address as this will become your username for the training course. Double check that your email address is correct before proceeding, then click **Submit**.
 5. Shopping cart – click **Complete Order**. If you have a discount voucher code this will be entered later.
 6. Billing Address – check details and then click **Next: Shipping Method**.
 7. If you have a discount voucher code, enter it in the box next to “**Input a redeemable voucher code, if applicable.**” The discount will be shown in your order details on the next page.
 8. Click **Next: Payment Details**.
 9. Enter credit card details, if applicable the click **Submit Order**.
 10. You will receive the following emails:
 - An email with your order/payment details;
 - A registration email with a link to access the training, together with your username and password. You can create a new password by clicking the link that says “If you have forgotten your password, click here to reset it. **You can only access the training from the link in this email.**”
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Completing the FoodSafe Online Training Course

1. We recommend you complete the training on a laptop or desktop computer. Other devices may not have enough memory to run the training course.
2. Click on the link in the registration email.
3. Click **Sign in with Environmental Health**. Enter your username and password when requested.
4. You should see the name of the course (language) you enrolled in, select **Click to enter this course**.
5. Click **Enroll me**.
6. Click **#1 Introduction** to start the course.
7. You must complete each module before you can move to the next module.
8. If you need to exit before finishing the whole course, the modules you have completed in full will be saved. To return and finish the remaining part of the course, click on the link in your registration email.
9. When you have finished the course, a certificate will be available to download or print. Please keep a copy of the certificate for your records.

FAQs

1. If you do not receive your registration email, please check your promotions folder and your spam/junk mail folder.
2. If you have made a mistake entering your email address or have difficulty setting up a password please contact us by email: wa@eh.org.au

