

Occasional Quantity Cooks Volunteer Training ~ Directions ~

Please follow these directions to access the on-line Occasional Quantity Cooks Volunteer Training.

Proceed to <http://production.cfaes.ohio-state.edu/apps/courses/cfaes/login/index.php>

Setting Up Your Username & Password

- On the left-hand side of the front page, you will see a "Login" box that asks for you to provide a username and password. Because I am assuming that you do not already have an account, please follow the instructions on the right-hand side under "Is this your first time here?" Click on "Create new account".
- Follow the prompts to set up your account.
- After you are finished, CFAES Moodle System Administrator will verify your information and send you an e-mail to the address you provided. Click on the link provided to confirm your new account.
- Congratulations! You've successfully created your account!
- You can continue on to the course by clicking the "Courses" button.

How to Access the Course

- Go to <http://production.cfaes.ohio-state.edu/apps/courses/cfaes/login/index.php> and log in.
- On the CFAES Moodle Courses page, under Extension, click on the "Occasional Quantity Cooks Volunteer Training" link.
- You will be prompted to enter an "Enrollment Key" – enter "OSUEXTOQC" (must be all capital letters) and click "Enroll Me in this Course".
 - You will only need to enter the Enrollment Key the first time you enter this course.
- You should then be taken to the course homepage.

Completing the Course Requirements

- From the course homepage complete the following sections
 - Pre-Test
 - Module 1: Introduction to Food Safety and Background
 - Module 2: Planning and Purchasing for Your Event
 - Module 3: Storing Food Supplies
 - Module 4: Preparing Food
 - Module 5: Holding and Storing Cooked Food
 - Module 6: Handling Leftovers
 - Post-Test
 - You must receive a score of 70% or higher to access the Certificate.
- After you have completed all of the sections, please click on the "Certificate of Completion" to access your certificate.
 - Please print a copy of certificate and turn it in to your County OSU Extension Office.

Contact your County OSU Extension Office or e-mail Shumaker.68@osu.edu if you experience any technological issues or have any questions regarding the training.



THE OHIO STATE UNIVERSITY

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AND ENVIRONMENTAL SCIENCES

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