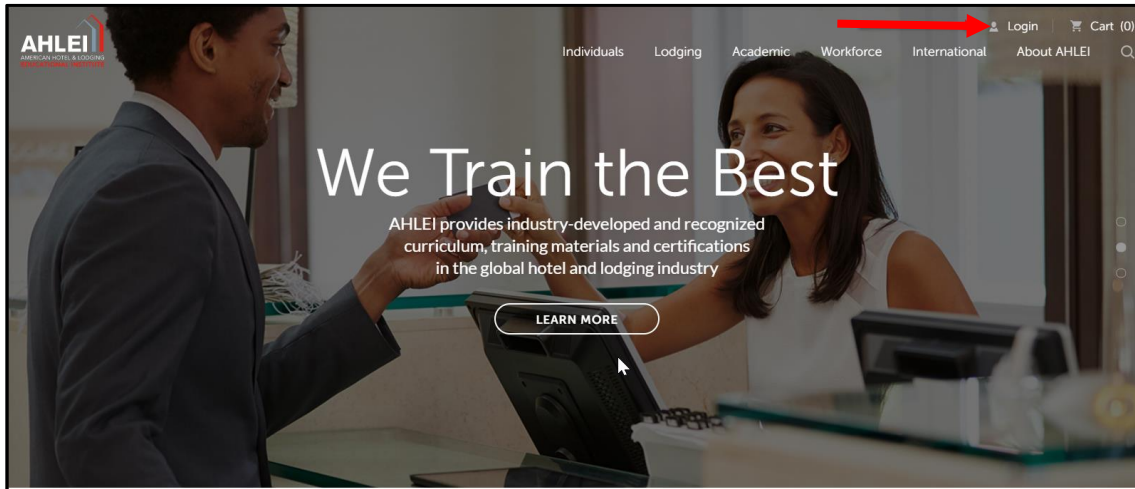

AHLEI

Student: Create an Account

1. Go to AHLEI.org and select **“Login”**.



2. If you already have an account, enter your log in information and click **“Log In”**. If you do not have an account, select **“Create Account”**.

If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

- If you are creating a new account, complete all necessary fields and click **“Create Account”**. You will need an email address and a phone number that is unique to you. You cannot share an email address with another ahlei.org user.
 - In order to set up your account, an email will be sent to the email address on the profile. You will need to click on a link in the email to verify your account.
 - Note:** for high school students and other organizations that may not receive 3rd party emails: It is very important that you use an email address that can receive emails from outside your school, district, or organization. Talk to your teacher, parent, guardian, or administrator to see if you should use your school address or another personal email.

- Once your account is created, you can purchase products and access your AHLEI programs. On the My Account page, scroll down to Learning Management in the right-hand column, under **“My Learning and Exams”** select **“Access Your Courses and Exams”** to access your programs.

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5. You will be able to access your Certification Applications, Courses and Exams on the Course and Exam Dashboard.

- **Online courses and non-proctored exams** will appear in my Courses under **“In Progress”**. Click Launch to start your program. (For example: Guest Service Gold or a START program)
- **Certification Applications** will appear under My Exam Activity and **“Applications”** Tab.
- **Important: If you have purchased a Proctored Online Exam or are redeeming a Voucher Code for an Academic Exam, you will not see an exam in the Course and Exam Dashboard until you enroll in an Exam Session. Your Instructor/Proctor will provide a URL link when the exam session is scheduled, and it is time to enroll.** After you enroll in your exam session, your exam will appear under My Exam Activity under **“Proctored Exams”**.

The screenshot shows a user dashboard for Alisha. At the top, there is a 'MENU' icon and a close button. Below the header, the user is greeted with 'Welcome to your learning and exam dashboard!'. There are two informational links: one for proctors to access their dashboard and another for assigning learning products. The main content area is divided into two sections: 'My Exam Activity' and 'My Courses'. In the 'My Exam Activity' section, there are four tabs: 'Certificates/Results', 'Applications', 'Proctored Exams', and 'ProctorU and Non-Proctored Exams'. Red arrows point to the 'Applications' and 'Proctored Exams' tabs. Below the tabs, a message states: 'You haven't earned any certificates yet. Please check the Applications tab or either Exams tab for additional activities.' The 'My Courses' section has two tabs: 'In Progress' and 'Recently Completed'. A red arrow points to the 'In Progress' tab. Below the tabs, there are three course listings, each with a 'Launch' button. Red arrows point to the 'Launch' buttons for the first and second courses. The first course is 'Guest Service Gold: Making Connections' with a subscription end date of 1/21/22. The second course is 'CGSP: Certified Guest Service Professional: Making Connections Exam' with a subscription end date of 1/21/22. The third course is 'TripAdvisor: Reputation Management for Front-Line Staff' with a subscription end date of 1/21/22. At the bottom right of the 'My Courses' section, there is a link to 'View All My Courses'.

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