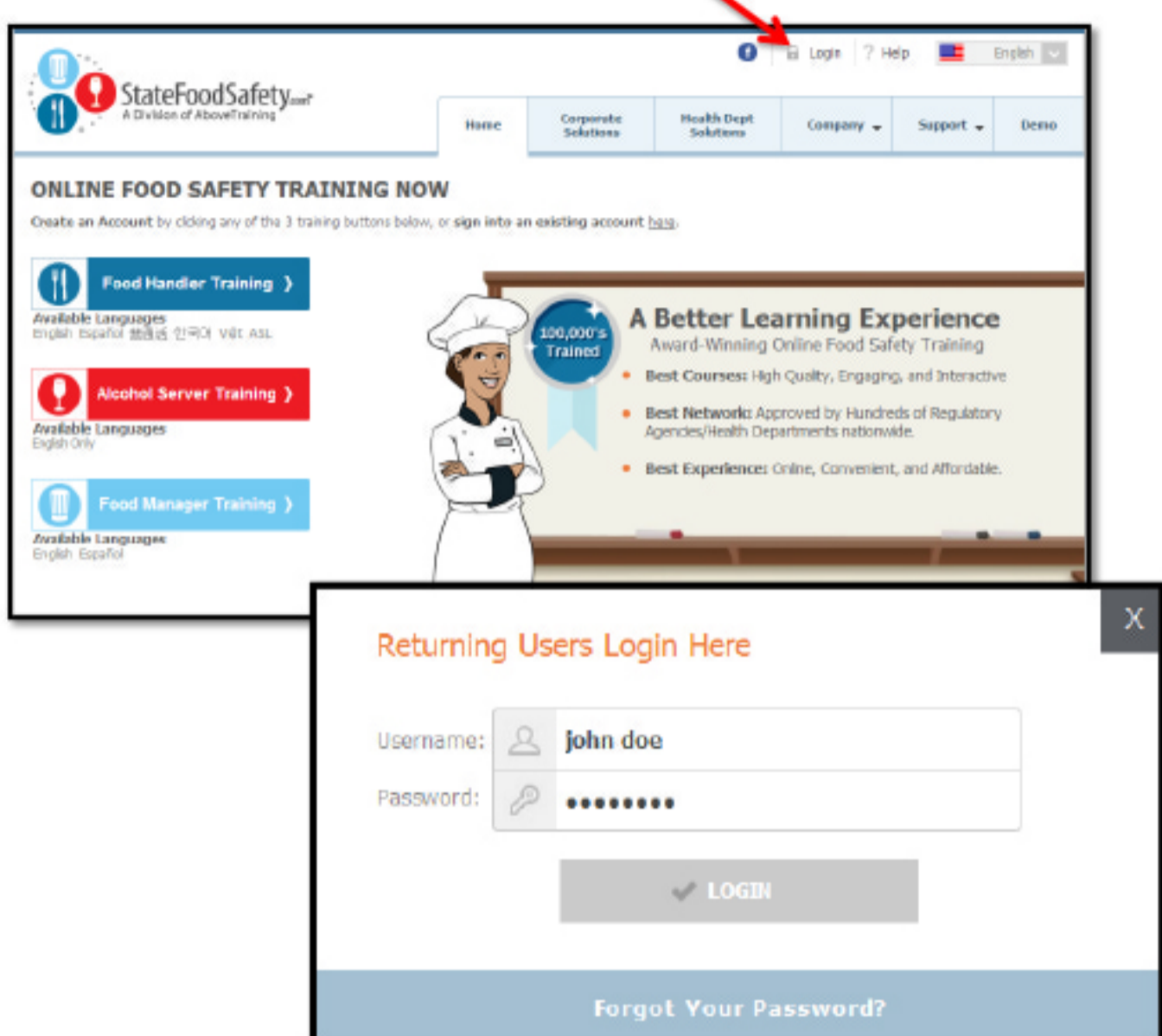


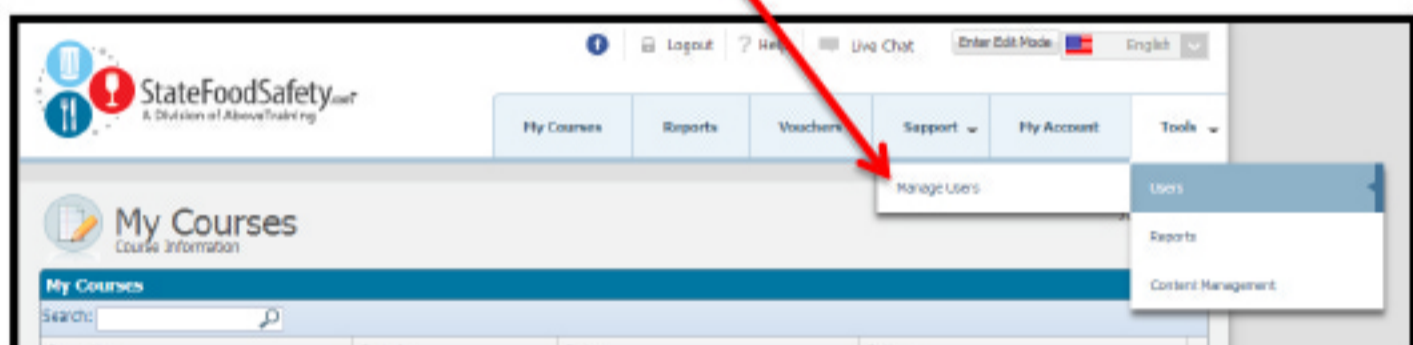
How to Search for a User

The User Search feature allows you to quickly locate the account information for any specific user who purchased the course for your health department, including their username and contact information. To run a User Search on our database:

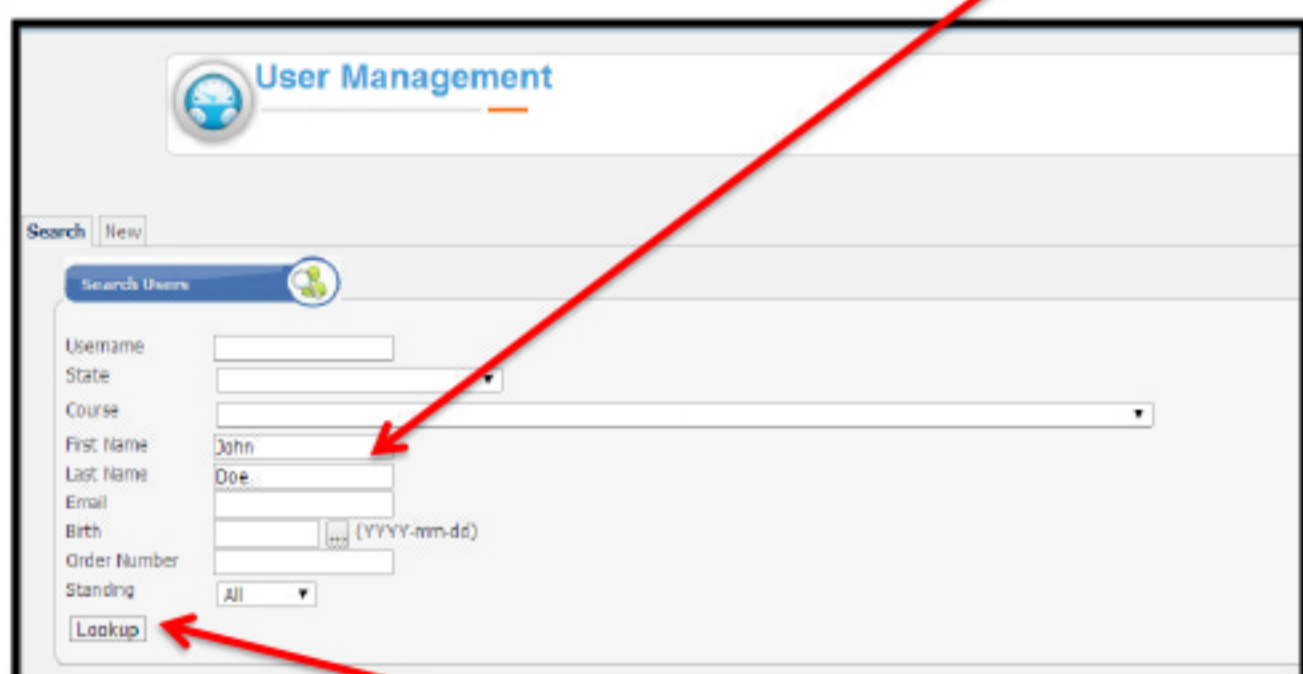
- 1 If you have purchased vouchers for a group of employees, go to our homepage, <http://www.statefoodsafety.com>, and **login** with the username and password you received in your email.



- 2 Click "Tools," "Users," and then "Manage Users."

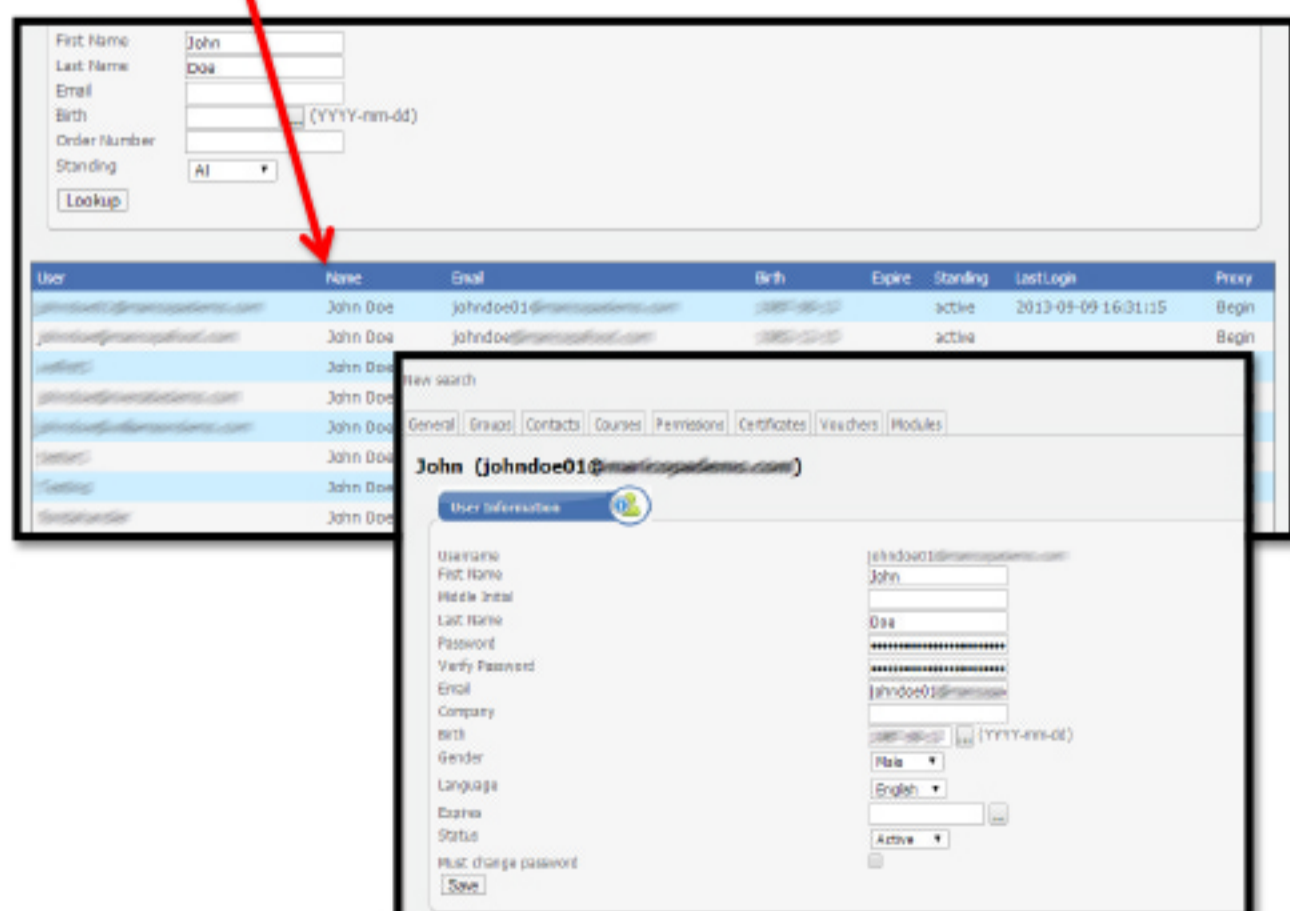


- 3 Enter your search criteria in the fields. The more information you enter, the more refined your search will be. For this search, we will try to locate "John Doe."



- 4 Enter the user's name and click "Lookup." If you do not know the exact spelling, try entering the first few letters.

A list of users that match your search criteria will appear below the search box. Click the **name of a user** in the list to see that user's account information.



We are pleased to be your partner in online food safety and alcohol training. Please feel free to contact us with any questions.

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