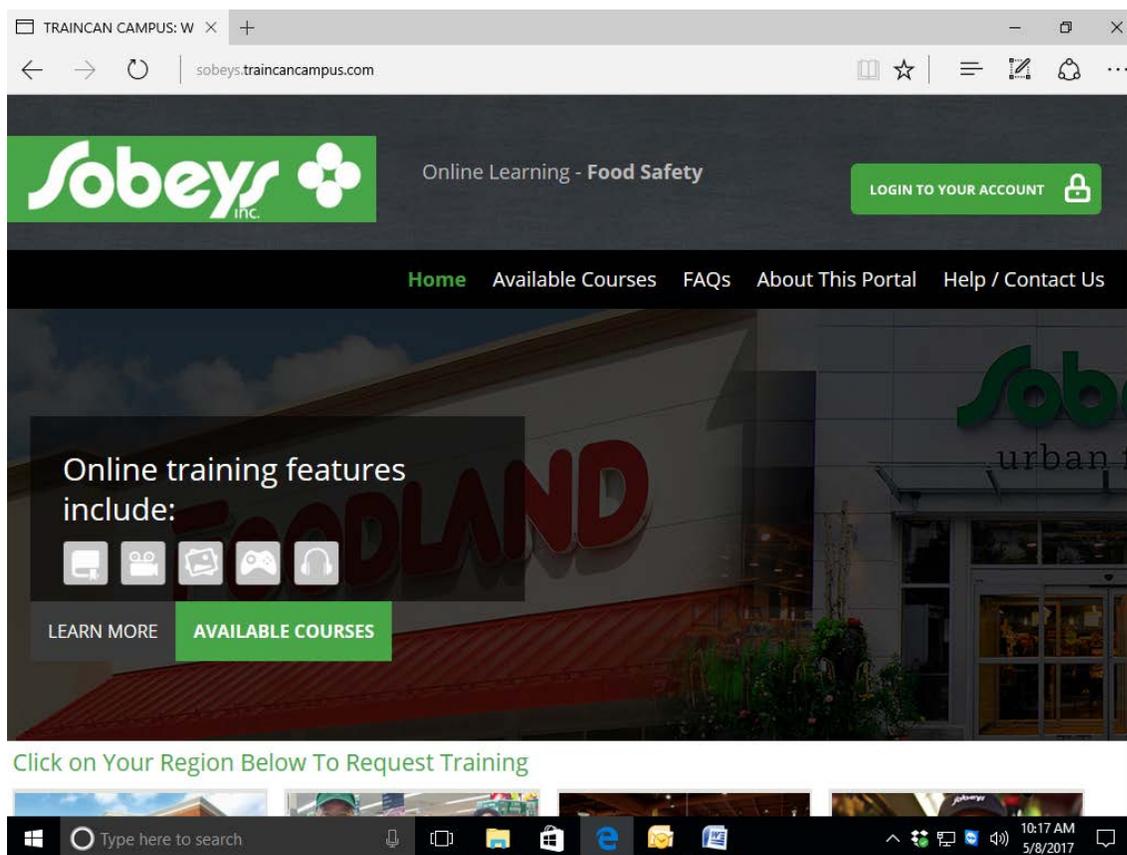


Sobeys, Inc –ONLINE Learning - Food Safety

Student “How to” Guide

Welcome to the new portal for online food safety training for Sobeys, Inc. This document will help you to understand how to request your training course and book your examination. Let’s get started!

The Sobeys portal can be found at <https://sobeystraincancampus.com/> . Click this link to access the home page. This page will provide you with a number of options to make your training easier. You can always click the **HOME** button while you are navigating the portal if you want to return to this page.



The tabs across the top of the page include:

Available Courses – This tab will bring up the courses you can choose for study: **BASICS.fst®** (for new students or students seeking to recertify) or the **BASICS.fst® Retest Review** (for students who were not successful in their examination).

FAQs – This tab will show you the answers to commonly asked questions about your online training.

About this Portal – This tab will give you a brief description of how the portal works: Requesting Training, Request Approval and Exam Requirements.

Help/Contact Us – This tab provides contact information should you have a question or encounter a problem.

Take some time to review these tabs before you move forward.

Instructions to Access your Course for Study (Employees)

You will receive an email with a PIN and PASSWORD to access the Sobeys Inc. Food Safety Training Portal. It will look like this:

-----< New Registration >-----

Thank you for choosing TRAINCAN CAMPUS,
for your online training needs.

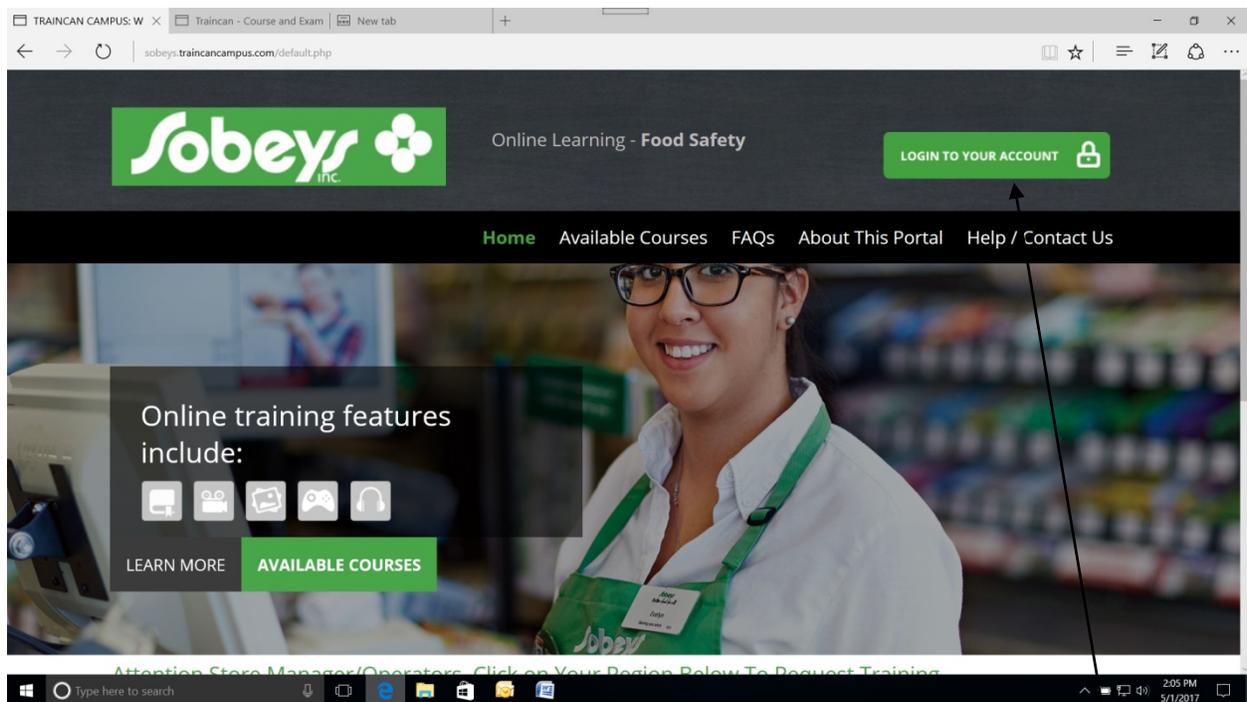
You are registered in the following course(s):
* BASICS.fst 3rd Edition

To access the Course(s) you have registered for, use the
following PIN and Password to enter the online campus.

PIN: 123 45678
Password: x1x1X

Please note: The Password IS case-sensitive
To go straight to the course, please click on the following link.
<https://sobeys.traincancampus.com>

Click on the link in the email to return to the portal. You can login from the **HOME** page by clicking on the **LOGIN TO YOUR ACCOUNT** tab in the upper right hand corner.



Click here to login to your account

A new screen will appear:

TRAINCAN CAMPUS: Lc x Traincan - Course and Exam New tab
sobeys.traincancampus.com/login.php

Sobey's INC. Online Learning - Food Safety LOGIN TO YOUR ACCOUNT

Home Available Courses FAQs About This Portal Help / Contact Us

Log into your Account

PIN Number

Password [Forgot your password?](#)

Login

Type here to search 2:06 PM 5/1/2017

Enter the PIN and Password provided in your email and hit Login.

You will be brought to a new screen where you can create your student profile. It is very important that you enter your information correctly. **Your email address is extremely important** – this is where any notification related to your course or exam will be sent. Please take the time to fill in all the fields:

TRAINCAN CAMPUS: M x Traincan - Course and Exam New tab
sobeys.traincancampus.com/StudentProfile.php

My Student Profile

* required field

Change your account information as necessary and click "Update my Profile"
You have required fields not entered. Please check the fields with the * and update them accordingly.

Name (first/middle/last) *

Verify Name (first/middle/last) *

Caution Your name will appear on your transcripts/certificates and cannot be edited later.

PIN (Login) 99910004

Employee Number *

Company Demo and Development

Store

Manager/Operator Tara Middle

Employment Status

Department Choose

Type here to search 2:23 PM 5/1/2017

2017-06-05

At the bottom of the screen you will have the opportunity to change your password to something easy for you to remember. You will then be required to agree to 3 points before you update your profile. If you do not agree to these points you will not be able to proceed with your training. Once you have entered all of the required information you can hit Update My Profile to continue.

TRAINCAN CAMPUS: M × +

sobeys.traincancampus.com/StudentProfile.php

Email * NOTE: Can also be used to login instead of the PIN

Street Address *

Apartment/Suite

City/Town/Village *

Country * Canada ▾

Province * Choose ▾

Postal Code * NOTE: NO spaces

Phone *

Note: For security purposes you must create a new password

New Password

Confirm New Password

You must read, understand and agree to the following to complete the sign in process

I understand that I must complete all online chapters of this course.

I understand that I must enter my exam booking code on the portal home page under the "Book your exam location" button

I must select a location and time for my final in-class certification exam, I must score BASICS.fst 74% or higher to receive my food safety certification

Update My Profile

10:26 AM 5/8/2017

Once your profile is updated you will see your personal home page. This page will contain your course and related information for your study.

Start TRAINCAN CAMPUS: M × +

sobeys.traincancampus.com/index.php

My Courses | My Home | Help / FAQs | Contact Us | Log Out

My Courses

BASICS.fst® 3rd Edition

This course will help you learn important information about food safety and how to do your job better. It has been designed to meet all of the recommended requirements of the Canadian Food Retail and Foodservices Code and Regulations. **The course fee includes the invigilated exam that you must write after completing the online preparation course.**

enter course

[View/Print Course Outline](#)

[View My Marks](#)

Course Status:
Introduction

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sobeys.traincancampus.com

[Help](#) | [Disclaimer](#) | [Privacy](#)

Brought to you by:

10:19 AM 5/4/2017

Choose “[enter course](#)” to start studying.

You will move through the course chapter by chapter. At the end of each chapter there is a test. You must score 100% on the test in order to unlock the next chapter.

You can start and stop the course at any time. When you log back in to your program it will be at the same spot you left off. The course is designed to be studied at your own pace and at a convenient time for you. Remember you have changed your Password – you will need your new password to log back in.

The course should take you 6-8 hours including review and study time. Be sure to do the [100 Questions For Success](#) when you have finished the course and before you write your exam. This review can be found under your **DOCUMENTS** tab in the upper tool bar of your course. Contact sobeys@traincan.com to receive an answer key when you have completed the questions. You can also use [Live Chat](#) or [Ask The Expert](#) if you have a question while you are studying.

100 Questions for Success can be found under this

If you have questions use these features

Once you complete the course you will use the Schedule Exam option to reserve yourself a seat in a local exam centre. You must complete all chapters and quizzes in order to book yourself into an exam centre.

Scheduling your Exam

YOU MUST SCHEDULE YOUR EXAM BEFORE ATTENDING A SESSION. IF YOUR NAME IS NOT ON THE REGISTRATION LIST YOU WILL NOT BE PERMITTED TO WRITE THE TEST.

You can schedule your exam two ways.

The first way is immediately upon completion of the course – you will be prompted to schedule your exam.

The screenshot shows a photo gallery window titled 'TRAINCAN CAMPUS Mark Test(1).png - Photos'. The main content is a screenshot of a web page for 'BASICS.fst® Review and Retest'. The page header includes 'Welcome, Frank Smith', 'Print Page', 'Give Us Feedback', and 'Exit Course Area'. The main heading is 'Chapter Thirteen: Food Safety Regulations' with a sub-heading 'Your Score was 100% (2/2)'. The text on the page reads: 'Congratulations. You have completed the online portion of your food safety training. A final in-class proctored exam is still required with a passing grade of 74% to be recognized by Public Health. You now are required to book your exam. Please click on Continue to schedule your exam and select a date, time and location that is most convenient for you. If you don't know when you want to write the exam you can exit the course and log back in at any time to reserve a spot to write the exam. However, we recommend you book your exam now to ensure you get a spot and while the information is fresh in your mind.' A 'Continue >>' button is visible. Below the text are two multiple-choice questions, both marked as correct with green checkmarks. The first question is '1.) During an inspection, the Public Health Inspector will be looking at:' with the correct answer 'e.) All of the above'. The second question is '2.) Public Health Inspectors want to work with you so that you can make food that is safe for the public.' with the correct answer 'This statement is true'. At the bottom of the page, it says 'Brought to you by traincancampus.com'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '11:30 AM 5/5/2017'.

If you do not have time to schedule your exam immediately you can always log back into your personal account. On your home page you will see an option to schedule your exam.

The screenshot shows a web browser window with the URL 'sobeys.traincancampus.com/index.php'. The page title is 'BASICS.fst® Review and Retest'. The text on the page explains that by purchasing this course, users receive access to chapter-by-chapter reviews and module tests. It also states that if a user purchases a 'Retest and Review' and does not pass the exam, they may purchase it again, but if they fail a second time, they must re-take the complete course. Below the text is a 'BASICS.fst' logo with the tagline 'food safety training in Canada' and 'Re-Test and Review'. To the right of the logo are three links: 'review course material', 'View/Print Course Outline', and 'View My Marks'. In the center, it says 'Completed: 4 May 2017'. To the right of this, there is a 'Schedule Exam' link with a red underline and a green arrow pointing to it. At the bottom of the page, there is a footer with '© 2017 TRAINCAN CAMPUS. All Rights Reserved. sobeys.traincancampus.com', 'Help | Disclaimer | Privacy', and 'Brought to you by: TRAINCAN'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '10:47 AM 5/4/2017'. A callout box with a black border and white background contains the text 'Click here to schedule your exam' with a black arrow pointing to the 'Schedule Exam' link on the page.

2017-06-05

Click here to schedule your exam

A screen will appear that allows you to book your exam in a location close to you.

Start TRAINCAN CAMPUS: SC

sobeys.traincancampus.com/ScheduleExam.php?Index=36495

Sobeys inc. Online Learning - Food Safety Welcome, Joe Smith | My Profile Logout

My Courses My Profile Help / FAQs Contact Us Log Out

Schedule Exam

Exam Request ID: 76E3F9

Course: BASICS.fst® Review and Retest
Completed: 4 May 2017

Exam: BASICS.fst® Exam
YOUR City, Province: Halifax, ON

Exam Centre	Street	City, Province	Exam times
Niagara Falls Sobeys	3714 Portage Road	Niagara , ON	1 Choose
Spadina Sobeys	22 Fort York Blvd	Toronto, ON	1 Choose

Type here to search

10:45 AM 5/4/2017

Once you choose your exam date and location you will receive a confirmation email. **You should always arrive at your exam at least 10 minutes before the start time to find a seat and sign in with your Photo ID.**

From: accounts@traincancampus.com
Sent: Thursday, May 4, 2017 9:25am
To: student@sobeys
Subject: TRAINCAN CAMPUS: Exam Scheduled

Exam Scheduled

You have been registered to attend an examination for your food safety certification. Your examination date, time and location are all indicated below. You must bring photo identification to this examination. If you work in Toronto or York Region you must obtain a Public Health card. Please also bring a photo copy of your ID with you to the examination. Your instructor will collect this for your Public Health Card application.

Test Location
1212 Test Street
Halifax, NS
5 May 2017
01:00-02:00

RequestID: D0CFD7
Exam: BASICS.fst Exam

Your examination will be 50 questions – True/False and Multiple Choice. Results will be posted on the Food Safety Portal when the exams are marked.

2017-06-05