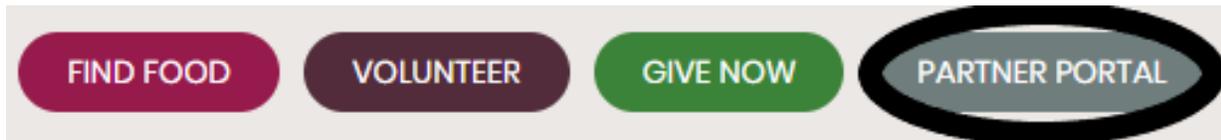**Food Bank of the Rockies Food Safety and Civil Rights Courses**
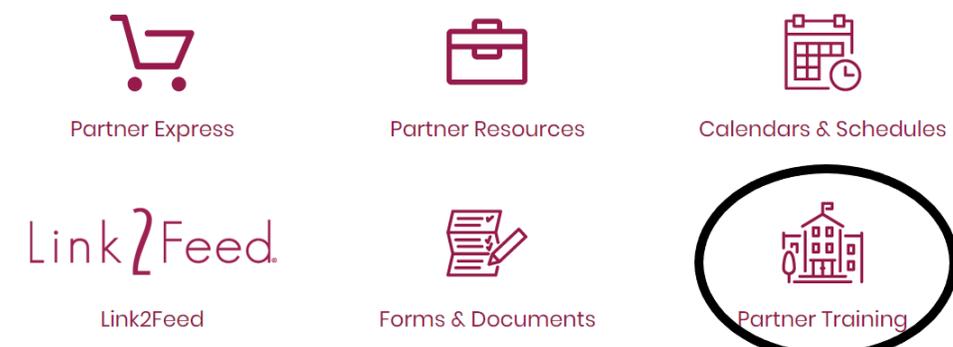
How to Enroll in a Course and Access a Course
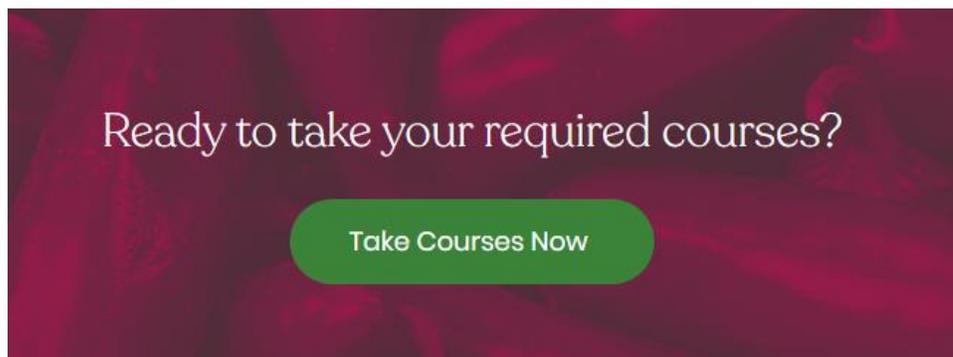
1. Disable your pop-up blocker so you are able to access the course.
2. Visit foodbankrockies.org, click on **Partner Portal**. Food Bank of Wyoming partners will visit wyomingfoodbank.org

1. Click on **Partner Training**.

2. Click on **Take Courses Now**.

3. Enter your username and password to log into NeoGov. **If you do not have a username and password to Learn, please reach out to the Partner Support team, at PartnerSupport@foodbankrockies.org**

NEOGOV

Username
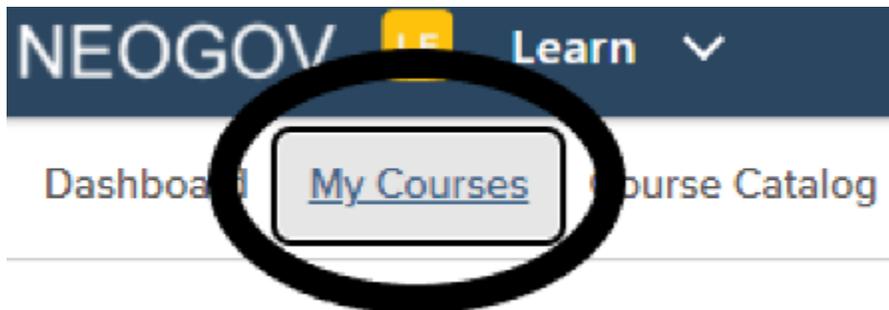
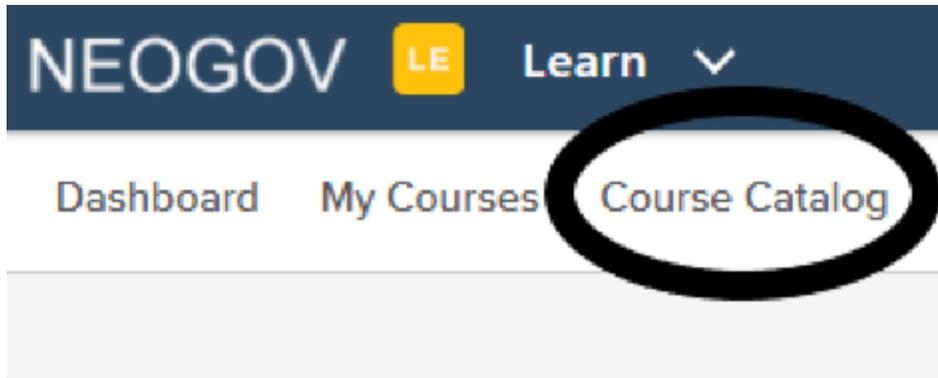nleary@foodbankrockies.org

Password

All fields are required
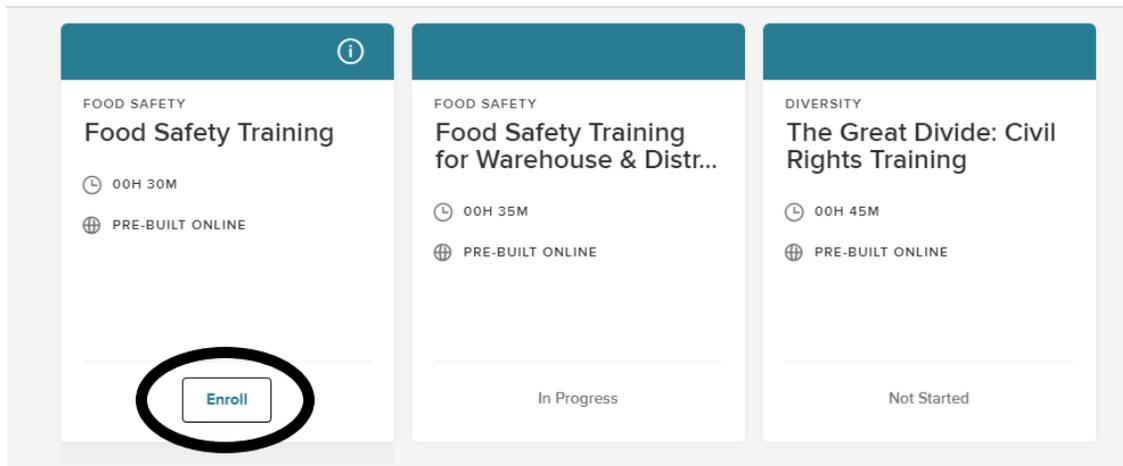
Log In

Forgot your username or password?

4. To access your courses, select **My Courses.** You will be able to access all the courses you have been enrolled in. **If you are not seeing the courses, you will need to self-enroll. Please follow steps 6-8 to self-enroll into a course. If you are already enrolled in the courses, please skip to step 9.**
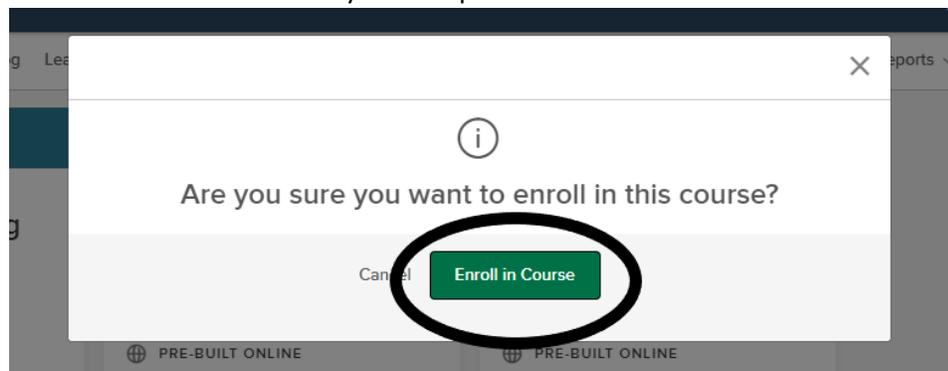

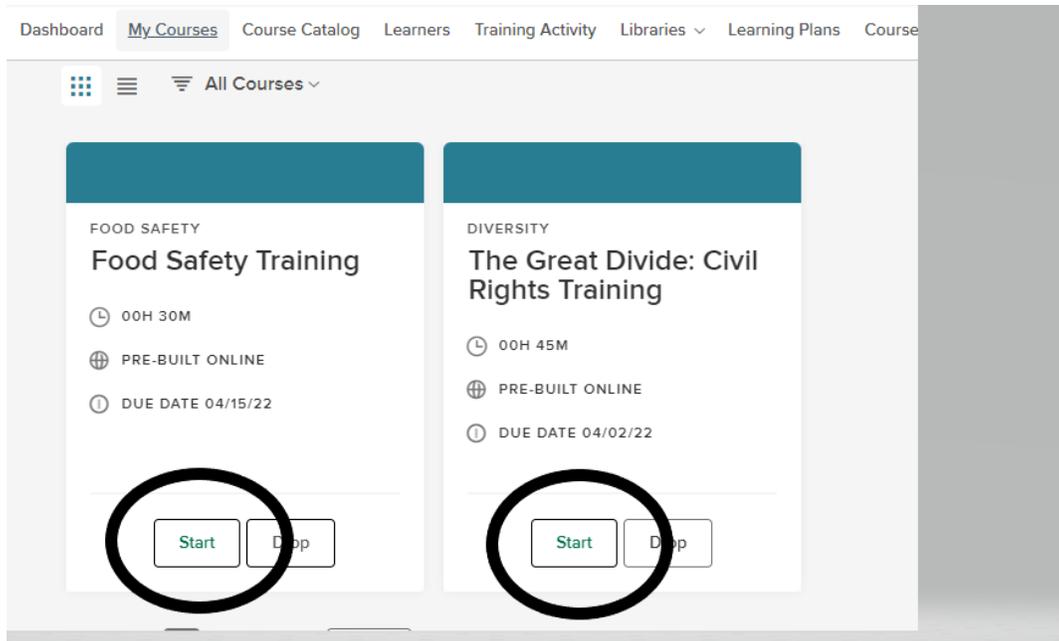5. To Self-Enroll click on **Course Catalog**.

6. Scroll down to the list of courses and click **Enroll** on the course that you need to take. Hunger Relief Partners are required to take the "Food Safety Training" and "The Great Divide: Civil Rights Training."

7. A pop-up window will appear asking you "Are you sure you want to enroll in this course?" Click **Enroll in Course**. You will have 30 days to complete the course.

8. To access your course, click on the **My Courses** tab. You will see the courses you are enrolled in and can select **Start**.

9. This will take you to a popup window. Click on "launch course."

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

10. Follow the instructions and prompts to navigate and complete the course.
11. You are able to stop the course at any time and resume the course. If you have stopped the course before completing it, you can start it back by selecting the **My Courses** tab clicking **Resume**.

All Courses ⌄

FOOD SAFETY
Food Safety Training

🕐 00H 30M

🌐 PRE-BUILT ONLINE

ⓘ DUE DATE 04/15/22

Drop   Resume

DIVERSITY
The Great Divide: Civil Rights Training

🕐 00H 45M

🌐 PRE-BUILT ONLINE

ⓘ DUE DATE 04/02/22

Start   Drop