

SQF

How to Create an Account

To access SQF Courses and Exams, you must first register as a user. Follow the steps below to set up your account, username and password.

Creating an SQF Account

- A. Navigate to <https://sqf.sistemlms.com>
- B. Create an account by click the **New User** link
- C. Enter in data for all of the **required fields**
- D. Click the **Register** button

Username:
Password:

[Forgot Username or Password?](#)
B [New User](#)

Welcome **Requirements**

Those first-time users who do not yet have a username or password must click the words "New User" under the gray "login" button to the left of this text. If you already have a username and password, enter those in the boxes to the left and then click the "login" button. This will take you to the Catalog page where you will access or purchase your course or examination.

Please note the "Requirements" tab above. Review the information and perform the system assessment before logging in. This step is important. Performing the system assessment will assess whether your computer is ready to view the course or access the examination.

[Contact Us](#)

C

Personal Information

First Name *required*
Middle Name
Last Name *required*
Language

Employment Details

Position Title *required*
Business E-mail *required*
Business Phone *required*
Company *required*
Business Address *required*

City/Town *required*
State/Province/Region *required*
Zip/Postal Code *required*
Country *required*
Number of Employees *required*

User Information

Username *required*
Password *required*
Password Confirmation *required*

D

Welcome **Requirements**

Those first-time users who do not yet have a username or password must click the words "New User" under the gray "login" button to the left of this text. If you already have a username and password, enter those in the boxes to the left and then click the "login" button. This will take you to the Catalog page where you will access or purchase your course or examination.

Please note the "Requirements" tab above. Review the information and perform the system assessment before logging in. This step is important. Performing the system assessment will assess whether your computer is ready to view the course or access the examination.

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Tip: Write down your Username and Password

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Register for a Course or Exam

Once you've created your User Account, you are now able to register for courses and exams. Follow the steps below to select and pay for your courses and exams.

Select Course or Exam

- A. Navigate to <https://sqf.sistemlms.com>
- B. **Login** using your username and password
 - You will be asked to verify your preferred language and time zone on your first login
- C. Verify that the **Catalog** link in the left-hand column is selected
- D. Select the **Add to Cart** button next to all courses and exams you need
 - Select the **Remove from Cart** button to remove your selections
- E. Click the **Check Out** button to pay for courses and exams

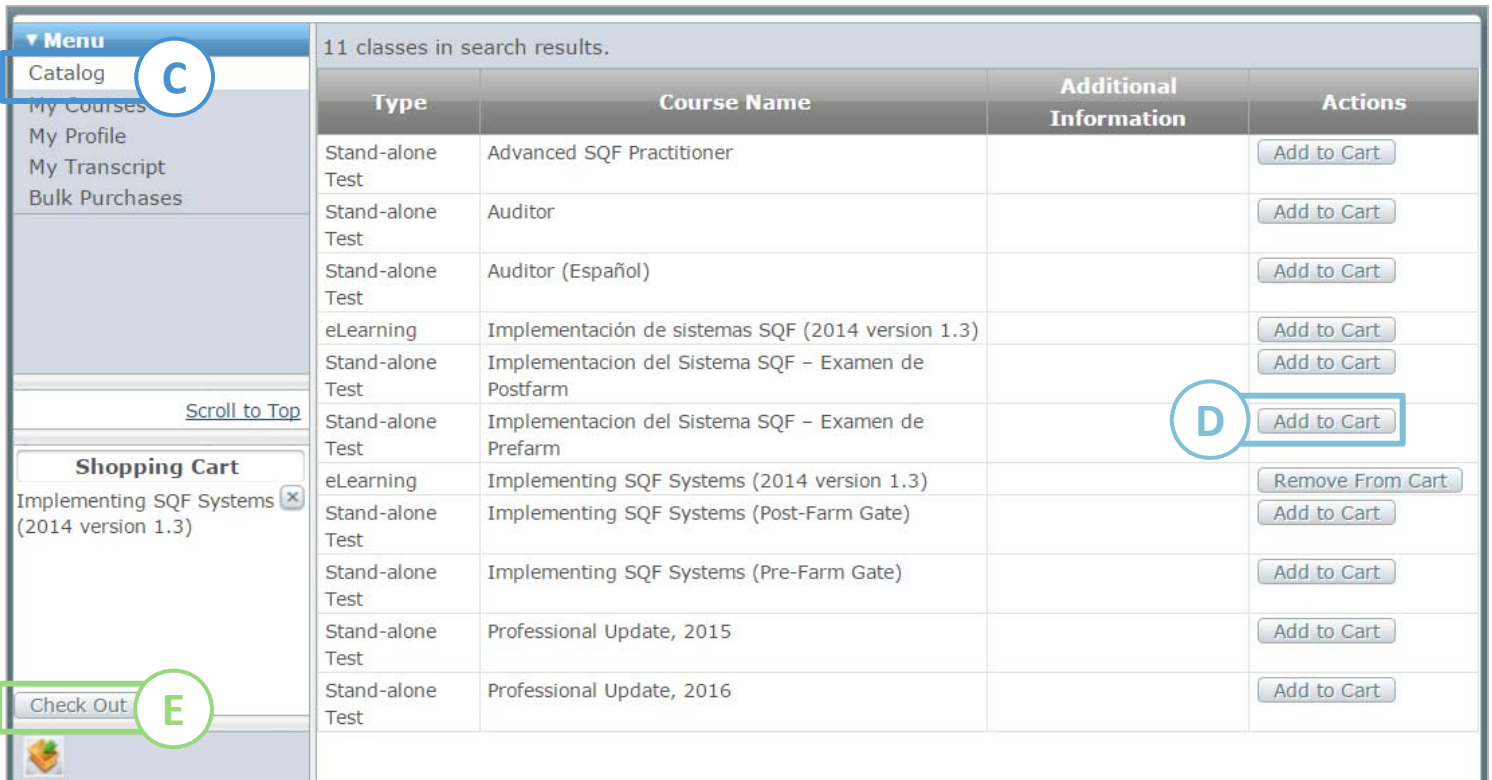
B

Username:

Password:

[Forgot Username or Password?](#)

[New User](#)



11 classes in search results.

Type	Course Name	Additional Information	Actions
Stand-alone Test	Advanced SQF Practitioner		<input type="button" value="Add to Cart"/>
Stand-alone Test	Auditor		<input type="button" value="Add to Cart"/>
Stand-alone Test	Auditor (Español)		<input type="button" value="Add to Cart"/>
eLearning	Implementación de sistemas SQF (2014 version 1.3)		<input type="button" value="Add to Cart"/>
Stand-alone Test	Implementacion del Sistema SQF - Examen de Postfarm		<input type="button" value="Add to Cart"/>
Stand-alone Test	Implementacion del Sistema SQF - Examen de Prefarm		<input type="button" value="Add to Cart"/>
eLearning	Implementing SQF Systems (2014 version 1.3)		<input type="button" value="Remove From Cart"/>
Stand-alone Test	Implementing SQF Systems (Post-Farm Gate)		<input type="button" value="Add to Cart"/>
Stand-alone Test	Implementing SQF Systems (Pre-Farm Gate)		<input type="button" value="Add to Cart"/>
Stand-alone Test	Professional Update, 2015		<input type="button" value="Add to Cart"/>
Stand-alone Test	Professional Update, 2016		<input type="button" value="Add to Cart"/>

Shopping Cart
Implementing SQF Systems (2014 version 1.3)

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Pay for a Course or Exam

Now that you've selected your course or exam, you will be lead through a series of on-screen instructions to guide you through the purchase process using PayPal.

Pay for your Course or Exam

1. Confirm your course / exam selections; select **Next**
2. Provide any discount codes that you have; select **Next**
3. Click the **PayPal** button to complete your transaction on the PayPal website
 - You can either login to a PayPal account or pay with a debit or credit card as a guest
4. When you return to the Alchemy Marketplace site, click **Finalize** to complete the order

1 Step 1: Confirm Classes

This wizard will guide you through the registration process.

Classes	Implementing SQF Systems (2014 version 1.3)
Amount Due	\$700.00
Class Payment Methods	PayPal

[Next](#)

2 Step 2: Enter Discount Codes

If you have received any discount codes, please enter them at this time.

Discount Code	<input type="text" value="XXXXXXXX"/>
Total Cost \$700.00	

[Back](#) [Add Code](#) [Next](#)

3 Step 3: Enter Payment Details

PayPal Express Checkout

[Back](#)  **PayPal Check out**
The safer, easier way to pay

▼ Have a PayPal account?

Log in to your account to pay

Email

PayPal password

[Log in](#)

[Forgot your email address or password](#)

4 Step 4: Confirm Payment

Please confirm your payment information below.

Payment will be complete once you click **Finalize**.

Classes	Implementing SQF Systems (2014 version 1.3)
Amount Due	\$700.00
Class Payment Methods	PayPal

[Back](#) [Finalize](#)

▶ Don't have a PayPal account?

Pay with your debit or credit card as a PayP

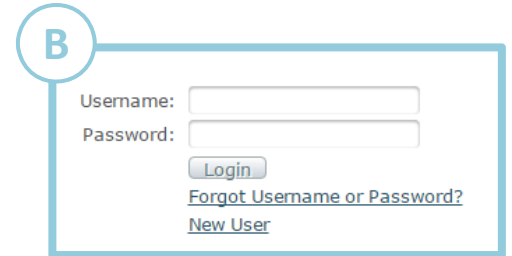
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Bulk Purchases

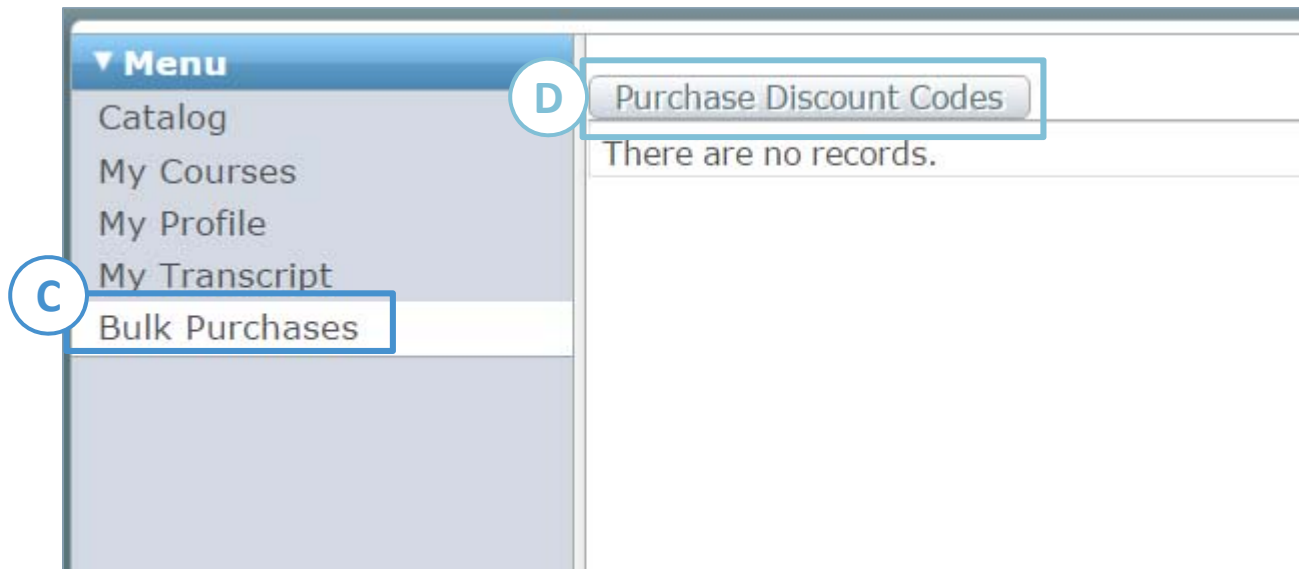
Use the Bulk Purchases option to purchase more than one exam at a time.

Access Bulk Purchase Option

- A. Navigate to <https://sqf.sistemlms.com>
- B. **Login** using your username and password
- C. Select the **Bulk Purchases** link in the left-hand column
- D. Select the **Purchase Discount Codes** button



A screenshot of a login form. It features two input fields for 'Username:' and 'Password:'. Below these fields is a 'Login' button. At the bottom of the form, there are two links: 'Forgot Username or Password?' and 'New User'. A blue circle with the letter 'B' is positioned to the left of the form, indicating the login step.



The next page describes how to select and pay for your Bulk Purchases

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Bulk Purchases, continued

Select and Pay for your Bulk Purchases

1. An instructional wizard will appear to guide you through the bulk purchase process; select **Next**
2. From the drop-down box, choose the **Course** you wish to purchase in bulk and provide the **Quantity**; select **Next**
3. Click the **PayPal** button to complete your transaction on the PayPal website
 - You can either login to a PayPal account or pay with a debit or credit card as a guest
4. When you return to the Alchemy Marketplace site, click **Finalize** to complete the order
5. A **Secret Code** will appear which may be used during the normal registration payment process. Make note of this code for future use, as it is used when registering for a training event.

1 Step 1: Class Bulk Registration Purchase

This wizard will guide you through the bulk purchase process.

[Next](#)

2 Step 2: Choose Class

Please choose a class and a quantity of discount codes from the form below.

Class	-- CHOOSE ONE --	required
Quantity	-- CHOOSE ONE --	
<small>Advanced SQF Practitioner (\$75.00) Auditor (\$50.00) Auditor (Español) (\$50.00) Implementación de sistemas SQF (2014 version 1.3) (\$700.00) Implementación del Sistema SQF -- Examen de Postfarm (\$75.00) Implementación del Sistema SQF -- Examen de Prefarm (\$75.00)</small>		

[Back](#) [Next](#)

3 Step 3: Enter Payment Details

PayPal Express Checkout

[Back](#)  **PayPal Check out**
The safer, easier way to pay

Have a PayPal account?

Log in to your account to pay

Email

PayPal password

[Log In](#)

[Forgot your email address or password](#)

4 Step 4: Confirm Payment

Class	SafeMark Food Safety – Training for Food Handlers (Texas) (\$15.00)
Quantity	10
Amount Due	\$0 (Bulk Purchase Override User)

[Back](#) [Finalize](#)

Don't have a PayPal account?

Pay with your debit or credit card as a PayP

5 Step 5: Transaction Complete!

Class	SafeMark Food Safety – Training for Food Handlers (Texas) (\$15.00)
Quantity	10
Amount Paid	\$0 (Bulk Purchase Override User)
Secret Code	XXXXXXXXXX

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Launch a Course or Exam

You are now ready to take the courses and exams that you have purchased. The instructions for launching either a course or an exam are below; see the following page for instructions on taking an exam.

Launch Course or Exam

- A. Navigate to <https://sqf.sistemlms.com>
- B. Login using your username and password
- C. Select the **My Courses** link in the left-hand column
- D. Select the **Launch** button for an exam or course
- E. An alert will pop up; click **Yes** to take the exam or course

B

Username:

Password:

[Forgot Username or Password?](#)

[New User](#)

C

2 classes in search results.

Type	Course Name	Status	Additional Information	Actions
eLearning	Implementing SQF Systems (2012 version 1.0)	In Progress	Must complete by: 12/1/2013	<input type="button" value="Launch"/>
eLearning	Implementing SQF Systems (2013 version 1.1)	In Progress	Must complete by: 9/15/2013	

D

Scroll to Top

Confirm

By beginning the course, you will no longer be entitled to a refund. The system will continually save your location within the course. If you lose your connection, then simply log back in and pick up where you left off. You have 90 days to complete the course, however, please note the course will no longer be accessible after completion of the last section.

Are you sure you wish to begin this course?

E

If the launch window is blocked, you will need to allow pop ups for [SQF.sistemlms.com](https://sqf.sistemlms.com), and you may need to re-launch the course.

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Taking an Exam

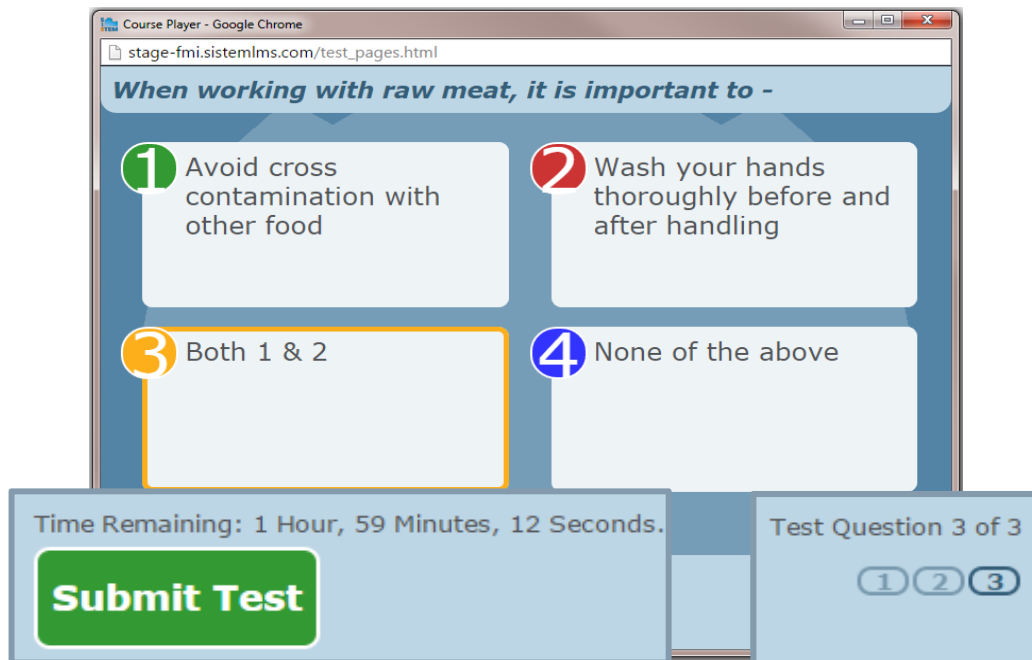
After launching your exam, you will answer questions by clicking your mouse or tap the screen over the box that contains the answer you wish to give. See the information below for a layout of the test window.

Question

- The question will appear at the top of the page

Answers

- There will be 4 possible answers. Click or tap the box that contains the answer you wish to choose. A yellow highlight will appear around the box.



Time Remaining

- Below the answers, you will see the amount of time remaining to complete the exam. Once the time has expired, the exam will automatically be submitted for evaluation.

Skip / Go Back to Question

- At the bottom of the window is an index of all the questions. Simply click a question number to go to that question.

Progress:

- At the bottom right of the window is a progress indicator that will inform you which question you are currently on.

Submit Test

- Once you have answered all the questions, a Submit button will appear to the left of the numbers. Click the Submit button to submit your exam for evaluation.

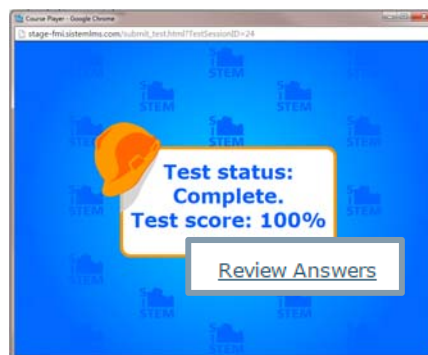
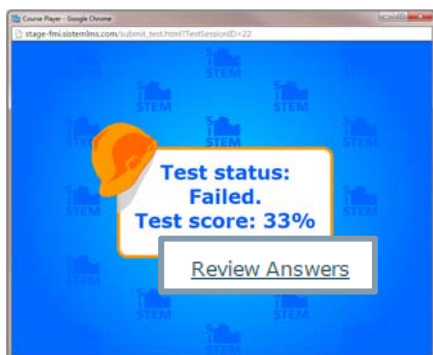
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Review an Exam

Once you've completed your Exam, you will be shown your test results, and you have the ability to go back through the test to see the questions that you answered correctly and incorrectly.

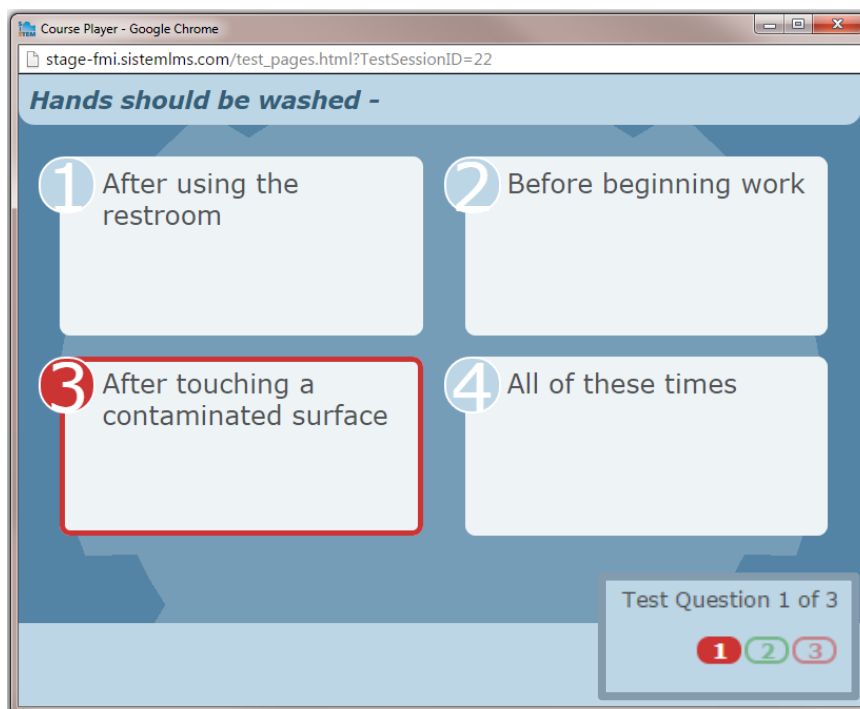
Results Page

- The results page will display your test status (Complete or Fail), the percentage of correct answers, and a Review Answers link.



Reviewing the Exam

- You can navigate to any question by selecting the corresponding number in the index at the bottom of the window
- Both in the index and on the answer screen, green indicates a correctly answered question, and red indicates an incorrectly answered question.



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Print Your Certificate

Once you've created your User Account, you are now able to register for courses and exams. Follow the steps below to select and pay for your courses and exams.

Print Certificate

- A. Navigate to <https://sqf.sistemlms.com>
- B. Login using your username and password
- C. Select the My Transcript link in the left-hand column
- D. Select the Certificate button next to any course or exam you need
 - Certificates are only available for courses and exams that were successfully completed

B

Username:

Password:

[Forgot Username or Password?](#)

[New User](#)

▼ Menu

- Catalog
- My Courses
- My Profile
- My Transcript** **C**
- Bulk Purchases

My Transcript

Year: View:

2 rows in search result.

Type	Course Name	Course Status	Training P	Certificate	Result
eLearning	Food Handler Beta 1.2 (fmi01e2014v01r0-b12)	Complete	5/29/2014 1	<input type="button" value="Certificate"/> D	N/A
eLearning	Food Handler Beta 1.2 (fmi01e2014v01r0-b12)	Complete	5/29/2014 10	<input type="button" value="Certificate"/>	N/A



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eLearning Tip Sheet

Below are some helpful tips on how to ensure you have a successful eLearning experience. If you continue to have issues with eLearning, please contact Customer Support at 866-976-9284 or by email at supportsqfi@alchemysystems.com.

Internet Browsers:

- Verify that you are using an approved browser
- Turn off pop-up blockers
- Deactivate Google and Yahoo toolbars
- Properly respond to Security Information Messages

Network Connections, Proxy Settings, Firewalls:

- Verify that your site meets the minimum network requirements for running eLearning
- Check your bandwidth connection before accessing eLearning; Minimum download speed is 500 kbps
 - <http://speedtest.sistemlms.com/>
- Avoid using wireless internet
- Attempt to take training during off peak hours
- Check with IT to ensure Alchemy Systems sites are approved (whitelisted)

Computer:

- Avoid using other applications while running an eLearning course
- Verify that your computer meets the minimum systems requirements
 - Click on the Product updates and requirements link in your Manager login page