Please read before you register for Manager Training

Registration

- To take the online course, you will need to register for a free [DABS Learning Portal](#) account.

This is the DABS Public Learning Portal

Forgot your password? Try "Forgot password?" found below. If that doesn't work, contact the DABS Help Desk at (801) 977-6939 or dabshelpdesk@utah.gov

USERNAME *

PASSWORD *

☐ Keep me signed in   **Forgot Password?**

SIGN IN

SIGN UP

- Provide your "First Name", "Last Name", "Email" (using the same email address as during sign-up), "Password", and "Time Zone". In the "Doing Business As" section, please ensure that you erase the text that says, "Put your DABS License # here" and **replace it with your DABS License #**. *The "Security Keyword" should not be altered or erased.*

Sign up   Already have an account? **Sign In**

Do not remove or replace the Security Keyword

Fields marked with an asterisk (*) are required

First Name *

Last Name *

Email *

Time Zone *

(GMT-07:00) Mountain Time (US & C... ⌄

Security Keyword *

dabstraining

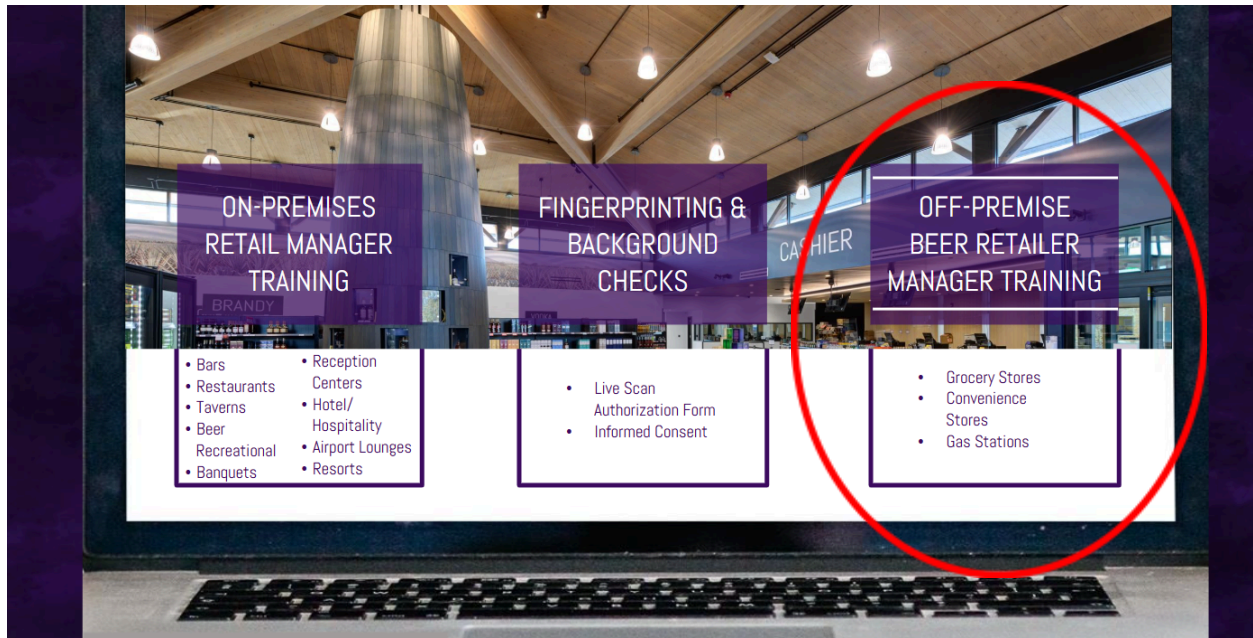Doing Business As *

Put your DABS License # here

Password *

Confirm Password *

By clicking Sign Up, you agree to the **Terms and Conditions**   SIGN UP

- Once on the home page, select "**Off-Premise Beer Retailer Manager Training**" to be taken to the purchasing/registration portal.

Purchasing "redemption codes"

- From the Learning Portal page, you have three **options** to purchase your training. Each 'training' purchased generates a "redemption code" that is attached and sent to an individual's specific email address. The first 2 options are exactly the same. The 3rd is different. They can all be canceled at any time before you complete your order.

DABS Off-Premise Beer Retailer Manager Training

Course | ID: DABS_ OFFPREM_TRAIN_9.25

Not Registered

SEE CLASSES TO ENROLL

Overview

DABS Off-Premise Beer Retailer Manager Training

Other Classes

Available   Completed   Filters ▾

1 Available class(es).

English | Web-Based | Class ID: DABC_OFF_PREM_MAN_TRAIN

Total duration: 00:20 Hrs | Check cancellation policy

DABC Off Premises Retail Manager Training

25 USD

Buy now

Buy for others

Show More

ADD TO CART ▾

If purchasing for just yourself (the specific email used in the "SIGN UP" section) **and/or for other employees:**

1. **"ADD TO CART"-** Select **"ADD TO CART"** to begin the purchase process, then click "CHECKOUT" (you can also click "CANCEL" or "CLEAR" to start over) to go to the "Review Order" page. On the Review Order page, the default is to purchase for yourself, which is indicated by a checked box next to "Myself" under "Allocated Seat". To complete the order, select "COMPLETE ORDER," and a credit card portal page will open (which you can *still* cancel and start the order process over).

   If you need to buy courses for other employees in addition to yourself, check the "Buy For Others" box. You'll then be able to specify how many courses you need, and a **"Send Notification" link* will appear.** Click on the link and add the email addresses for each employee. They will then receive an email with a link to register for a free DABS Learning Portal account and a "redemption code" after you complete the checkout process.

*Make sure to click "SEND NOTIFICATION" to add the email addresses for each employee.

2. **"Buy Now"-** Select the dropdown arrow next to "ADD TO CART" and select **"Buy Now"** *(which will be exactly the same as option 1 above).*

If purchasing just for other employees (removes the "Myself" checkbox option on the "Review Order" page) **:**

3. **"Buy for others"-** To buy a course only for others and exclude yourself, select the dropdown arrow next to "ADD TO CART" and choose **"Buy for others"**. This will direct you to a screen where you can specify the number of courses required. Click on the **"Send Notification" link*** and add the email addresses for each employee. They will then receive an email with a link to register for a free DABS Learning Portal account and a "redemption code" after you complete the checkout process.

*Make sure to click "SEND NOTIFICATION" to add the email addresses for each employee.

How to use "redemption codes" (purchased for other employees; "Buy For Others" option)

- Each employee whose email address was entered in the "SEND NOTIFICATION" link will receive an email with a link to register for a free DABS Learning Portal account and a "redemption code". Click on the **"click here"** hyperlink to be taken to the DABS Learning Portal sign-in/sign-up page.

Utah Learning Portal

Redeem your Learning

Ecommerce Storefront

You have received this notification because an order has been placed at the 'DABS Public' Store for the following learning:

DABS Off-Premise Beer Retailer Manager Training

Learning Name	Available Quantity	Status

To redeem this learning, click here and enter the redemption code below.

Redemption code: XXXXXXXXXX

Registration

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DABS Department of Alcoholic Beverage Services

This is the DABS Public Learning Portal

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USERNAME *

PASSWORD *

☐ Keep me signed in   **Forgot Password?**

SIGN IN

SIGN UP

- Provide your "First Name", "Last Name", "Email" (using the same email address as during sign-up), "Password", and "Time Zone". In the "Doing Business As" section, please ensure

that you erase the text that says, "Put your DABS License # here" and **replace it with your DABS License #**. *The "Security Keyword" should not be altered or erased.*

● Once registered, you will be taken to the "Redeem purchased learning page" to **enter your "redemption code"**. Enter your code and click "CONTINUE".

● Click **"CONTINUE"** (or LAUNCH) to begin your training. Good luck!

Print/Reprint a certificate for completed training

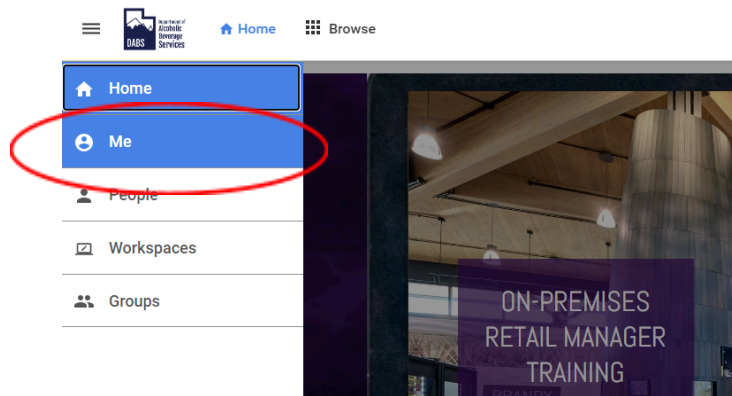- After course completion, you can print your certificate by clicking on the **"PRINT CERTIFICATE"** button.

- To print additional and/or replacement certificates, log back in to the DABS Learning Portal page provided above (username is the email used when registering) and click on the three black lines in the upper left-hand corner. From here, click the **"Me"** menu.

- Select the **green part** of the circle.
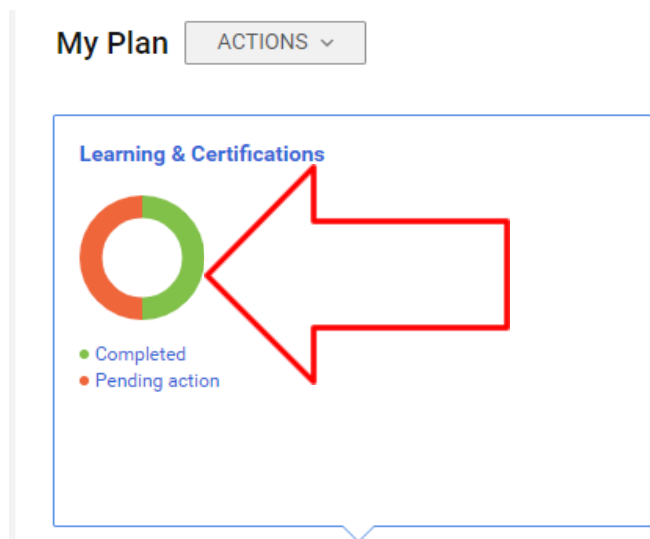
- Click the **"PRINT CERTIFICATE"** button and you're done!