<u>Please read before you register for Manager Training</u>

In order to take the online course you will need to register for a free DABS Learning Portal account by following this link, https://utah-dabcpublic.sabacloud.com/.

You will be asked for your First Name, Last Name, valid email, password, timezone, and DABS License #. Ensure that you erase the text that says, "Replace this text with your DABS License #" and replace it with your DABS License #.

Once on the home page select On-Premises Retail Manager 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 into 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.

My Plan ACTIONS ∨

Learning & Certifications

● Completed   1
● Pending action   1

Click the PRINT CERTIFICATE button and you're done!

NAME	PROGRESS	DUE	ACTIONS
DABS Off Premise Manager Training Course Web-Based	SUCCESSFUL On:09-NOV-2022 Score: 100	————	PRINT CERTIFIC... ∨