How To Start & Complete Your Wisconsin Course

Getting Started · https://servingalcohol.com/kb/start/completing-your-wi-course/

We want to introduce you to your course. This article explains how to easily start and complete your Wisconsin course today. You can start and stop as many times as needed. The only section you must complete in one sitting is the final exam.

Turn on your audio and turn it up to hear the course read aloud for each page. You can increase or decrease the voiceover speed with the **1X** button at the top of the page.

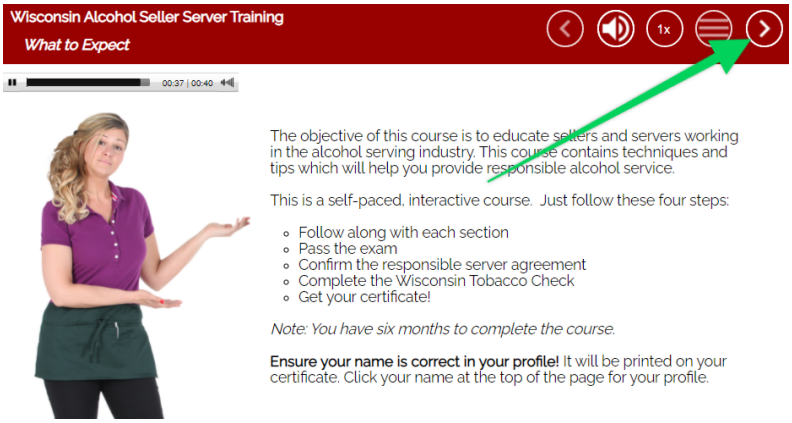
You'll see a swirling red wine glass. The swirling red wine glass means the course is loading on your device or computer. Please be patient while it loads. It may take up to 30 seconds to load.



To begin, after you have logged into your course, click on the name of the course in dark red or click on the **Enter** button.



There are a few introductory pages. Click the **>** in the upper right banner to proceed to each page.



The instruction page, which is only slightly more than one minute long, must be watched from beginning to end. It is the only one you must listen to and watch throughout.

You can start and stop as many times as needed. The only section you must complete in one sitting is the final exam.

Follow these steps to return to your course:

- Log in to the course from our homepage at **servingalcohol.com**
- Click the **Sign In** button at the top of the page.
- Enter your email address and password.
  (If you have a Gmail address, click the **Google Login** button and enter your Gmail password).
- After logging in, click on the course name in **dark red**.
- On the next page, click on the **Enter** button.
- Select the **Last Visited Page** button to return to where you last left the course.

Complete Each Section

From the menu, start at the top of the list. You must complete 5 sections before you can take the final exam. You'll begin with the Alcohol Awareness section and work down the list to the State Laws.

Each section must be completed. Again, you must complete all 5 sections before the final exam. Each section includes quiz questions. All quiz questions must be answered, or the course **will not** allow

you to take the final exam. **Hint:** Most final exam questions come directly from the quiz questions.

Take The Final Exam Uninterrupted

You must complete the final exam in one sitting. You cannot look back through the course for the answers. You cannot leave the exam for more than 15 minutes between questions. If you look back through the course or pause too long during the exam, you must retake the final exam from the beginning. After the last question, press the red button to process the test results. The next page will show your score. It will also show the answers to the questions you answered incorrectly. If you get less than 80%, you will need to retake the final exam. You can retake the final exam as many times as necessary to pass.

After passing the final exam with a score of 80% or better, return to the main menu of the course.

You MUST Take The Tobacco Test

Lastly, click on the Tobacco section from the main menu. This is the tobacco test from the state of Wisconsin. The tobacco test is on a different server than the course. You must complete the tobacco test whether you sell tobacco products or not. It's really easy. It takes ten minutes or less, and it helps confirm the need to check IDs.

- At the end of the tobacco test, you'll see your score for the test.
- Scroll down on the test results page (very important).
- Click on the "Return to Beverage Course" button to return to our server



The state's server sends our server a response that it has been completed. The tobacco test confirmation from their server allows you to return to the main menu of your Wisconsin course.

Complete Agreement & Download Your Certificate

Check off the items in the Agreement section, then return to the main menu. Next, click on Certificate from the main menu. You can download the certificate or have it emailed to you for FREE as part of the course.