



2017/2018 Online Responsible Alcohol Test

The following online course is required for all team members. You will NOT be allowed to work the 2017/2018 season until you complete and pass the NRA Alcohol Training online test.

If you need assistance completing the online training please contact your manager.

Please follow the instructions below.

<http://levy.restaurant.org/>

1. Enter password: LEVY
2. "Levy Restaurants" – Is this correct? Answer: YES
3. Enter all your Personal History
 - Under Job Title: **Non-Profit**
 - Enter the name of your non-profit group
 - Location Code: **IN Bankers Life Fieldhouse**
4. Enter any Conviction History
5. Enter Employment History for the past 5 years
 - Include:
 - a. Job type
 - b. Dates of employment
 - c. Employer name
 - d. Job title
 - e. Address

You are now ready to complete the training session. Read all materials and click next to go to the next page. Read thoroughly as there is a quiz at the end.

6. Once all questions are answered, click **Review Answers**
7. After reviewing your answers, click **Submit Answers**
8. Read the Policy Acknowledgement and click **I Agree**
9. Once the test is completed and acknowledgement is read, it will ask for the manager's email address. Please enter the following email:
FieldhouseNPO@levyrestaurants.com

Results will be emailed back to us and we will print it as proof you completed the online training.

Please let us know if you have any complications or questions.

Please understand that by completing and passing the online training, you are allowed to work.

You will be scheduled by your manager to attend the Live Responsible Alcohol Training Class.

****If you have any questions regarding the status of your employment or anything related to working at Levy Restaurants, please contact your manager directly.****

Thank you for your cooperation!