
AHLEI

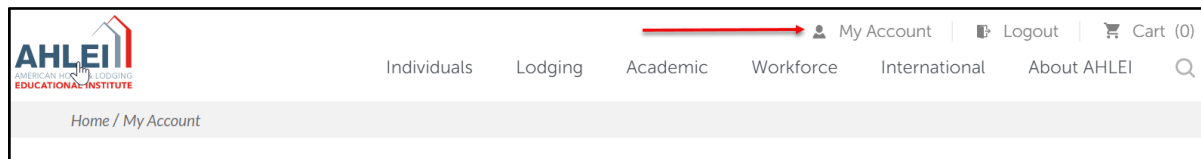
Student: Redeem a Voucher Code

These instructions are for students who will access AHLEI online courses and exams through the use of a **Voucher Code**. The Voucher Code may have been provided through the following instances:

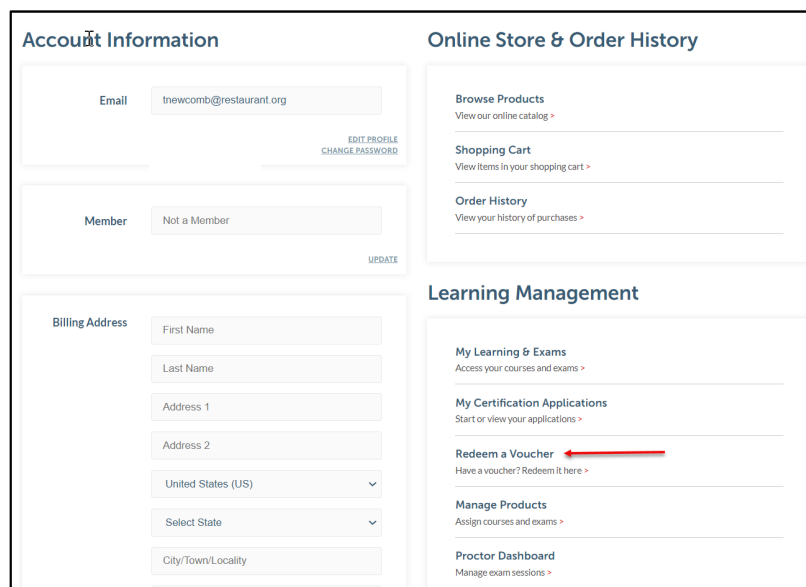
- Purchased via a product with a Voucher Code on AHLEI.org;
- Purchased at a bookstore; or
- Provided by an Instructor or Program Administrator.

Please note: These instructions are for AHLEI online courses and exams only. To redeem an eBook key, go to <https://www.vitalsource.com>.

1. If you have a **Voucher Code** to that needs to be redeemed to receive access to your product, you will need to create an Account on AHLEI.org. After you have created your account, click on **“My Account”** in the upper right-hand navigation.



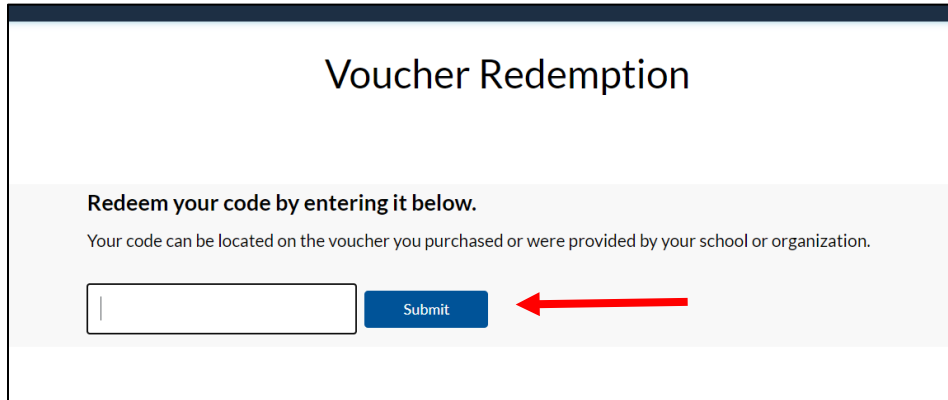
2. Scroll down to Learning Management in the right column, under Redeem a Voucher, click on **“Have a voucher? Redeem it here”**.



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299

(International callers 407-999-8100)

3. Enter your Voucher Code, **“Click Submit”**.




Voucher Redemption

Redeem your code by entering it below.

Your code can be located on the voucher you purchased or were provided by your school or organization.

4. Verify the product that you are redeeming, then click **“Redeem”**.

register now.'" data-bbox="174 365 673 691"/>



Are you trying to redeem this product?

AHLEI
Hospitality Today: An Introduction Online
Exam

If this is correct please click redeem to continue. You will be prompted to login.

If you donot have an account [register now.](#)

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5. Your product will now be loaded into your account and you will access it on your Course and Exams Dashboard.
- If you are redeeming a Voucher Code for an **online course** your course will appear in My Courses under **“In Progress”**. Click Launch to start your Online Course or non-proctored exam. (For example: Guest Service Gold or a START program)
 - **Important: If you are redeeming a Voucher Code for an Academic Exam, you will not see an exam in the Course and Exam Dashboard until you enroll in an Exam Session. Your Instructor/Proctor will provide a URL link when the exam session is scheduled, and it is time to enroll.** After you enroll in your exam session, your exam will appear under My Exam Activity under **“Proctored Exams”**.

The screenshot shows the 'My Exam Activity' section with tabs for 'Certificates/Results', 'Applications', 'Proctored Exams', and 'ProctorU and Non-Proctored Exams'. A red arrow points to the 'Proctored Exams' tab. Below this is a message: 'You haven't earned any certificates yet. Please check the Applications tab or either Exams tab for additional activities.'

The 'My Courses' section has tabs for 'In Progress' and 'Recently Completed'. A red arrow points to the 'In Progress' tab. Below this is a list of courses with 'Launch' buttons. A red arrow points to the 'Launch' button for the first course, 'Guest Service Gold: Making Connections'. The other courses listed are 'CGSP: Certified Guest Service Professional: Making Connections Exam' and 'TripAdvisor: Reputation Management for Front-Line Staff'. A 'View All My Courses' link is at the bottom right.

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