



Instructions for setting up a SMART account

1. Go to 'smartmo.education'
2. On the home page, press 'Register a New User'
3. This will prompt you to enter your personal information. This will include first and last name, creation of a username (only lower case letters and numbers are allowed), email address, and a password for your account. If you would like, you can also upload a profile picture, however, this is an optional step.
4. Press 'register'
5. Return to the SMART log-in home page, and use your log-in credentials that you just registered with to log in.
6. From here, if you know your establishment's liquor license number, you can associate your account with your establishment under the 'License Lookup' tab at the top of your screen. This will prompt you to enter your license number, and press 'update related establishment' to add it to your account. This will assist your respective manager in making sure you are certified and will assist you in knowing your establishment's policies.
7. To complete the SMART training, press the 'Courses' tab at the top of your screen. You will have the choice between the Server Training for By the Drink Establishments (i.e. bartenders, servers, restaurant managers, etc.) or the Seller Training for Package Locations (i.e. liquor stores, gas stations, etc.). You can complete both trainings as needed. This will prompt a page with all the modules necessary to complete, including the final exam, to get certified.
8. To retrieve your certificate, click into the 'Dashboard' tab, and here you will see a section with the heading 'My Certificates', click the 'View All My Certificates' button. This will guide you to a page where you can download and print your certificate.
9. If you have any questions, you can access the SMART Team's information on the 'Contact' tab. Support is available from 9:00 AM to 5:00 PM Monday through Friday, excluding holidays. Please allow for up to 24 hours for our staff to get back to you. If leaving a voicemail, please leave a detailed message including your first and last name, your email, and phone number along with the issue you are having for our staff to best assist you.