



92 G ACF Portal USER'S MANUAL

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GENERAL INFORMATION

1.1 PROGRAM COORDINATOR'S RESPONSIBILITIES (DFAC MANAGER)

- Review the Apprenticeship portal to ensure Soldiers are under the correct dining facility, the correct supervising chef is assigned and that the soldiers and chefs are logging in and approving hours.
- Enroll Supervising chefs by creating their login information.
 - a. Using the mail.mil email. No other email is authorized.
 - b. For the user name use the first letter of their first name and the complete last name, use it all together as shown in this example: JRambo.
- Assign supervising chefs.
- Ensure supervising chefs are completing the competency section when the Soldiers complete their stations.

1.2 SUPERVISING CHEF'S RESPONSIBILITIES (TRAINING NCO)

- Ensure that your Soldiers are under your account.
- Ensure your Soldier is annotating the hours in the correct station.
- Correct or add hours for your Soldier (adding hours is the Soldier's responsibility, but we serve as check and balance)
- Ensure that you complete the competency score when Soldier complete all the stations, and print and sign the final evaluation sheet.

1.3 SOLDIER RESPONSIBILITIES

- Soldier is responsible for logging in their hours in the portal.

2.1 PROGRAM COORDINATOR INSTRUCTIONS (DFAC MANAGER)

How to Log-In:

1. Log-in use the following link: <https://culinaryprofessionals.org/login/>
2. Insert your username, i.e. Fort Campbell, and password i.e. 000000

Sign in

APPRENTICES
Keep logbooks, upload photos, take exams and join the forums.

CHEFS
Track apprentices' progress and stay in touch with students and peers.

EVERYONE
See why ACFEF apprentices are prepared to be the best in the business.

ACF
American Culinary Federation
The Standard of Excellence for Chefs

SIGN IN

Username * Fort Campbell

Password * ●●●●●●

SIGN IN

[Forgot your password?](#)

How to locate your Dining Facility:

1. To locate your dining facility, go to the enrollment group drop-down box, click on it, and hit the view group. This action will display all the Soldiers assigned to your dining facility. Note: if you find that one of your Soldier is not showing up please notify the ACFEF TWI Representative by sending an email to MilAppr@acfchefs.net.

Enrollment Group: **101 CAB Dining Facility** View Group

PROGRAM OVERVIEW: MIL003-Fort Campbell, ADD NEW CHEF

101 CAB Dining Facility

APPRENTICE: Jason Page

CHEF(S): Rodney Hughes

TOTAL HOURS: 0/4000

STATIONS COMPLETE: 0/10

REPORTS:

- Hybrid program interim credentials
- Competency scores
- Hour completion
- Apprentice assignments
- Final Evaluations
- Station completion
- Chefs in program
- Apprentice Logbook Report

How to verify data:

1. Verify you are in the correct dining facility screen.
2. Verify that all the correct Soldiers are under the dining facility.
3. Verify that the correct supervising chef is assigned to the correct Soldier.
4. Verify the hours are being recorded. Example below.

DASHBOARD LOGBOOK FORUMS DOCUMENTS

Enrollment Group:

1 PROGRAM OVERVIEW MIL003-Fort Campbell,

2 **First Brigade Dining Facility**

APPRENTICE	CHEF(S)	TOTAL HOURS	STATIONS COMPLETE
 Roberta Adams Profile Logbook Ledger entry log Send notification	3 Torie Gatlin	4 0/4000	0/10
 Mansour Almalaay Profile Logbook Ledger entry log Send notification	Timothy Baker	0/4000	0/10

How to enroll a supervising chef:

1. On the dashboard, find the ADD NEW CHEF TAB and click on it.
2. Complete the information using the example below.
3. After you complete the form and click the ADD button, you are done.

1

DASHBOARD LOGBOOK FORUMS DOCUMENTS

Enrollment Group:

2

PROGRAM OVERVIEW MIL003-Fort Campbell,

First Brigade Dining Facility

APPRENTICE	CHEF(S)	TOTAL HOURS	STATIONS COMPLETE
------------	---------	-------------	-------------------

ADD CHEF

Username * JRambo

Email * john.rambo.mil@mail.mil

First name * Jonh

Last name * Rambo

ADD

How to assign soldiers to a supervising chef:

1. Locate the dining facility. Follow step one in how to locate your dining facility.
2. Scroll down and find the APPRENTICE/CHEF ASSIGNMENT. This is where you will be able to assign the supervising chef to the soldier.
3. Find the Soldier name on the left, on the middle column you will find the chef's name by scrolling up and down Click on the chef name and hit the save button locate on the right, and you are done

2

APPRENTICE/CHEF ASSIGNMENTS

Third Brigade Consolidated Dining Facility

APPRENTICE	CHEF	SAVE
3 Amber Anderson	4 Edward Jackson Joseph Mayfield Jason Page Jose Peralta	5 SAVE

How to Review Competency Scores:

1. Follow step one on "How to log in".
2. On the right side of the dashboard you will find the FINAL EVALUATION link Click on this link until all the soldiers are displayed.
3. Find the Soldier's name and click on it until the FINAL EVALUATION FORM is displayed. To ensure the form is completed properly look on the right of the form and you will see a score for each station and at the bottom you will see a total score (minimum passing score is 128). You will also find the Soldier's name on the bottom left and the installation name on the bottom right (this form must be printed and signed by the supervising chef prior to being submitted for graduation).

DASHBOARD LOGBOOK FORUMS DOCUMENTS GALLERY


 American Culinary Federation
 The Standard of Excellence for Chefs

Enrollment Group: 101 CAB Dining Facility View Group

PROGRAM OVERVIEW MIL003-Fort Campbell ADD NEW CHEF

101 CAB Dining Facility

APPRENTICE	CHEF(S)	TOTAL HOURS	STATIONS COMPLETE
 Jason Page Profile Logbook Ledger entry log Send notification	Rodney Hughes	0/4000	100%

REPORTS

- Hybrid program interim credentials
- Competency scores
- Hour completion
- Apprentice assignments
- Final Evaluations**
- Station completion
- Chefs in program
- Apprentice Logbook Report

FINAL EVALUATION



Station:	Minimum Score	Evaluation:
1. STEWARD	10	14
2. BREAKFAST	14	18
3. VEGETABLE, STARCH, & PASTA	14	16
4. FABRICATION	10	11
5. BROILER/CHAR-GRILL	14	16
6. SOUP & SAUCE	14	14
7. PANTRY & COLD FOODS	14	15
8. COOKING TECHNIQUES	14	20
9. BAKING & PASTRY	14	19
10. SUPERVISORY DEVELOPMENT	10	10
Minimum score to complete 128		
	TOTAL SCORE:	153

Shaian Patterson
 Apprentice Name (Please Print)

MIL003-Fort Campbell
 Chapter/Program Name (Please Print)

Authorization of Completion:

Supervising Chef - signature

Date

Apprenticeship Committee Chair - signature

Date

2.2 SUPERVISING CHEF INSTRUCTIONS (TRAINING NCO)

How to log in to your account:

1. To log-in use the following link: <https://culinaryprofessionals.org>
2. Click on the CHEFS tab at the top part of the page.
3. Insert your username, i.e. JRambo, and password, i.e. UPDN@#\$. The username and password is the one created by your program coordinator (DFAC Manager).
4. If this is your first time logging in to the portal, scroll down the page and click on the “I Agree” box.
5. Click on submit.

The screenshot shows the login interface for the American Culinary Federation (ACFE). At the top, there are navigation tabs for 'APPRENTICES', '1 CHEFS', and 'EVERYONE'. The '1 CHEFS' tab is selected. Below the navigation is a 'SIGN IN' section with a 'SIGN IN' button. The form fields are annotated with red numbers: '2' for the 'Username *' field containing 'JForalita2', and '3' for the 'Password *' field containing masked characters. Below the password field is a 'SIGN IN' button and a link for 'Forgot your password?'. Further down, there are sections for 'Other websites', 'Contact', and 'This privacy statement'. At the bottom, there is an 'AGREE TO DISCLAIMER' section with a '4' next to the 'I agree' checkbox, which is checked, and a '5' next to the 'SUBMIT' button.

Sign in

APPRENTICES
Keep logbooks, upload photos, take exams and join the forums.

1 CHEFS
Track apprentices' progress and stay in touch with students and peers.

EVERYONE
See why ACFE apprentices are prepared to be the best in the business.

ACF
American Culinary Federation
The Standard of Excellence for Chefs

SIGN IN

2 Username * JForalita2

3 Password *

SIGN IN

Forgot your password?

Other websites
This website contains links to other websites.

ACFEF is not responsible for the privacy policies or practices of any third party.

Contact
If you have any questions about this privacy policy or ACFE's treatment of your personal information, please write to:
by email to cgames@acfchefs.net, or by post to 180 Center Place Way, St. Augustine, FL 32095

This privacy statement
This privacy statement is based on a precedent created by template-contracts.co.uk and published by freetlaw.com

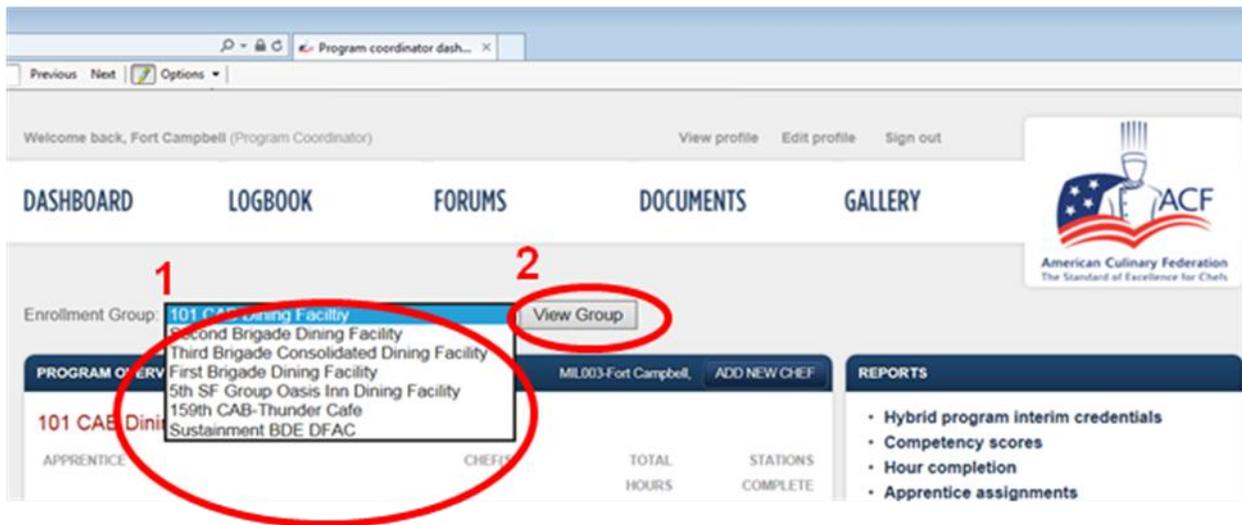
AGREE TO DISCLAIMER

4 I agree Confirms that you agree to the disclaimer.

5 SUBMIT

How to locate your dining facility and verify your soldiers are under you

1. Locate the dining facility in the enrollment group drop down box. This is the dining facility that you are assigned to as a supervising chef. Click on it.
2. Hit the VIEW GROUP. This action will display all the Soldiers assigned to you as a supervising chef.
3. Scroll up and down to see all your Soldiers.



How to see if the Soldier is annotating hours:

1. Locate the Soldier
2. Look at the middle column to see the logged hours.

Enrollment Group:

PROGRAM OVERVIEW MIL003-Fort Campbell, 4000 Hours

First Brigade Dining Facility

APPRENTICE

	TOTAL HOURS	STATIONS COMPLETE
Matthew TRUE Profile Logbook Ledger entry log Send notification	2 4008/4000	0/10

How to add or correct hours:

1. In the same screen that you will see if they are annotating hours, click on their name. This action will display all their stations and the ability to add and save hours.
2. To correct hours, click on the ledger entry log under their name. This action will display the ledger with the ability to delete the hours. Note: This option should only be used to correct erroneous information.

First Brigade Dining Facility

APPRENTICE

	TOTAL HOURS	STATIONS COMPLETE
Matthew TRUE Profile Logbook Ledger entry log Send notification	4008/4000	0/10

STATION	HOURS	ADD HOURS	3 RELEASE EXAM	4 SAVE
1. Steward	120/120 2	<input type="button" value="Add hours..."/>	<input type="text" value="2015-09-14"/>	<input type="button" value="SAVE"/>
2. Breakfast	200/200	<input type="button" value="Add hours..."/>	<input type="text" value="2015-09-14"/>	<input type="button" value="SAVE"/>

First Brigade Dining Facility

APPRENTICE: **Matthew TRUE** (circled with 1) | Profile | Logbook | Ledger entry log | Send notification | TOTAL HOURS: 4008/4000 | STATIONS COMPLETE: 0/10

STATION	HOURS	ADD HOURS	RELEASE EXAM	SAVE
1. Steward	120/120	Add hours...	2015-09-14	SAVE
2. Breakfast	200/200	Add hours...	2015-09-14	SAVE

LEDGER ENTRIES (circled with 2) | EXPORT

APPRENTICE LAST NAME	FIRST NAME	RECORDED BY	STATION	DATE	HOURS	DELETE
TRUE	Matthew	Campbell, Fort	Steward	Sept 4, 2015	8.00	3 delete entry (circled with 3)
TRUE	Matthew	Campbell, Fort	Steward	Sept 3, 2015	8.00	delete entry
TRUE	Matthew	Campbell, Fort	Steward	Sept 2, 2015	8.00	delete entry
TRUE	Matthew	Campbell, Fort	Steward	Sept 1, 2015	8.00	delete entry
TRUE	Matthew	Campbell, Fort	Steward	Aug 29, 2015	8.00	delete entry
TRUE	Matthew	Campbell, Fort	Steward	Aug 28, 2015	8.00	delete entry

How to complete the competency hours:

1. Click on the Soldier's name to display all the stations
2. In this screen, click on the station that you are going to grade. The Soldier's name will appear again.
3. Then click on SCORE COMPETENCIES under the Soldier's name. This screen will show the areas that need to be scored.
4. Score each area with the 1 thru 4, and click the SAVE button. Save button must be clicked individually for each competency. Now you can move to the next station.

First Brigade Dining Facility

APPRENTICE: **Matthew TRUE** (circled with 1) | Profile | Logbook | Ledger entry log | Send notification | TOTAL HOURS: 4008/4000 | STATIONS COMPLETE: 0/10

STATION	HOURS	ADD HOURS	RELEASE EXAM	SAVE
2 Steward (circled with 2)	120/120	Add hours...	2015-09-14	SAVE
2. Breakfast	200/200	Add hours...	2015-09-14	SAVE

STATION DESCRIPTION

Steward

Responsible for the overall cleanliness and maintenance of the kitchen and its supporting facilities plus equipment, tools and supplies.

LEDGER FOR THIS STATION

APPRENTICE	HOURS	ADD HOURS		SAVE
 Matthew TRUE Score competencies...	120/120	<input type="button" value="Add hours..."/>	<input type="text" value="2015-09-16"/>	<input type="button" value="SAVE"/>

Page 1 of 1 (1 total apprentices).

LEDGER FOR THIS STATION

APPRENTICE	HOURS	ADD HOURS		SAVE
 Matthew TRUE Score competencies...	120/120	<input type="button" value="Add hours..."/>	<input type="text" value="2015-09-16"/>	<input type="button" value="SAVE"/>

MINIMUM SCORE OF 7 REQUIRED IN EACH AREA

COMPETENCY	SCORE	SAVE
Sanitation, Safety and Professionalism	4 <input type="button" value="v"/>	<input type="button" value="SAVE"/>
Tools and Equipment	4 <input type="button" value="v"/>	<input type="button" value="SAVE"/>
Product Identification and Knowledge	4 <input type="button" value="v"/>	<input type="button" value="SAVE"/>
Production	4 <input type="button" value="v"/>	<input type="button" value="SAVE"/>
Sustainability through Purchasing/Procurement	4 <input type="button" value="v"/>	<input type="button" value="SAVE"/>

MINIMUM SCORE REQUIRED FOR STATION - 10

How to print the soldiers' final evaluation:

1. Return to the dashboard, where all the Soldiers are listed.
2. Click on the FINAL EVALUATIONS tab, located on the right hand side of the dashboard. This screen will display all the Soldiers.
3. Find your Soldier and click on their name. This will display the Final Evaluation form. The form needs to be printed and signed prior to summitting it for graduation. Example form is below.

PROGRAM OVERVIEW MIL003-Fort Campbell, ADD NEW CHEF

First Brigade Dining Facility

APPRENTICE	CHEF(S)	TOTAL HOURS	STATIONS COMPLETE
Roberta Adams Profile Logbook Ledger entry log Send notification	Torie Gatlin	0/4000	0/10
Mansour Almalaay Profile Logbook Ledger entry log Send notification	Timothy Baker	0/4000	0/10

REPORTS

- Hybrid program interim credentials
- Competency scores
- Hour completion
- Apprentice assignments
- 1 Final Evaluations**
- Station completion
- Chef in program
- Apprentice Logbook Report

FINAL EVALUATION

American Culinary Federation
The Standard of Excellence in Cooking

Station:	Minimum Score	Evaluation:
1. STEWARD	10	20
2. BREAKFAST	14	28
3. VEGETABLE, STARCH, & PASTA	14	28
4. FABRICATION	10	20
5. BROILER/CHAR-GRILL	14	28
6. SOUP & SAUCE	14	28
7. PANTRY & COLD FOODS	14	28
8. COOKING TECHNIQUES	14	28
9. BAKING & PASTRY	14	28
10. SUPERVISORY DEVELOPMENT	10	20
Minimum score to complete 128	TOTAL SCORE:	256

Matthew TRUE _____ MIL003-Fort Campbell
Apprentice Name (Please Print) Chapter/Program Name (Please Print)

Authorization of Completion:

Supervising Chef - signature _____ Date _____

Apprenticeship Committee Chair - signature _____ Date _____

ACFEF National Apprenticeship Training Program For Cooks Training Log July 2009

- Coles, Corne
- Smith, Aaron
- Nightingale, Adrian
- 2 TRUE, Matthew**
- Nkrumah, Nana
- Perks, Davon
- Stephens, Christopher
- Baruosa, Aaron

2.3 SOLDIERS INSTRUCTIONS

How to log-in to your account

1. Log-in use the following link: <https://culinaryprofessionals.org>
2. Click on the APPRENTICES tab at the top part of the page.
3. Insert your Username i.e. 211111, Insert the password i.e.VA021 the username is your ACF member number and your password is VA021 for everyone.
4. If this is your first time logging in to the portal scroll down on the page and click on the “I Agree” box.
5. Click on submit.

The screenshot shows the login page of the American Culinary Federation (ACF) website. At the top, there are three navigation tabs: 'APPRENTICES' (circled in red with a '1'), 'CHEFS', and 'EVERYONE'. The 'APPRENTICES' tab is selected. Below the navigation is a 'SIGN IN' section with a dark blue header. It contains two input fields: 'Username *' with the value 'JPeralta2' (annotated with a red '2') and 'Password *' with masked characters (annotated with a red '3'). Below these fields is a 'SIGN IN' button. Underneath the button is a link for 'Forgot your password?'. Further down, there are sections for 'Other websites', 'Contact', and 'This privacy statement'. At the bottom, there is a section titled 'AGREE TO DISCLAIMER' with a red '4' next to the text 'I agree' and a checked checkbox. Below this is a red '5' next to a green 'SUBMIT' button.

How to log your hours in your account:

1. After logging in, you will click on RECORD HOURS in the PROGRAM OVERVIEW tab. This will display all the stations and the ability to log your hours.
2. Mark the hours in the ADD HOURS box.
3. Input date in the date box
4. Click the SAVE button. This completes your job.

Note: If you make a mistake, write-down the station name, date and the hours, and pass this information to your supervising chef. Your supervising chef and the program coordinators are the only ones that can correct the issue.

The screenshot displays the RECORD HOURS interface. At the top, a navigation bar contains several tabs: PROGRAM OVERVIEW, PROGRESS REPORT, LEDGER LOG, VIEW HOURS, and RECORD HOURS. The RECORD HOURS tab is highlighted with a red circle. Below the navigation bar, there are two rows representing different stations: 1. Steward and 2. Breakfast. Each row has columns for STATION, HOURS, ADD HOURS, and SAVE. In the Steward row, the HOURS column shows 44/120, the ADD HOURS column has an input field containing '24', the date is '2015-09-16', and there is a SAVE button. Red circles highlight the RECORD HOURS tab, the '24' input field, the '2015-09-16' date field, and the SAVE button. The Breakfast row shows 20/200 hours, an 'Add hours...' button, the date '2015-09-16', and a SAVE button.

STATION	PROGRESS	HOURS	COMPLETE
1. Steward		0%	0/120 ✓
2. Breakfast		0%	0/200 ✓

STATION	HOURS	ADD HOURS	SAVE
1. Steward	44/120	<input type="text" value="24"/> 2015-09-16	<input type="button" value="SAVE"/>
2. Breakfast	20/200	<input type="button" value="Add hours..."/> 2015-09-16	<input type="button" value="SAVE"/>