

STUDENTS' STEPS TO ENROLL THROUGH PENN FOSTER FOR THE CUSTOMER SERVICE & SALES EXAM

Students will first go to <https://my.pennfoster.com/StudentLMSPFX?cf=nrf>.
Once you do, click **Enroll today** at the bottom of the screen.

NRF FOUNDATION[®] RISEUP[™]

Welcome! Enter your username, student ID, or email, and then select the corresponding label (username, student ID, email) from the dropdown.

Username / Student ID / Email

-- Select --
 ▼

Continue

Not a RISE Up learner yet? [Enroll today](#)

Complete the application form.

PLEASE CHOOSE THE CORRECT PROGRAM & ORGANIZATION BEFORE CLICKING SUBMIT:

-PROGRAM: Choose whichever one you are attending:

CUSTOMER SERVICE & SALES-EXAM ONLY or BUSINESS OF RETAIL-EXAM ONLY

ORGANIZATION:

STUDENTS: ASK YOUR TEACHER/PROCTOR- It will most likely be your school board name or school name).

TEACHERS: IF YOU ARE TESTING W/ PAUL GRETHEL AT A TRAINING, PLEASE USE **ATGFRESHSTART**

This is NOT for students to use EVER.

NRF FOUNDATION[®]
RISEUP[™]

Application Form

LEARNER INFORMATION

Please fill out the fields below to submit an application to your organization. If you are an Independent Learner and don't belong to an organization [click here](#).

First Name *

Email Address *

Last Name *

Verify Email *

Address *

Address Line 1 *

Date of Birth *, Gender

Address Line 2

Ethnicity

Address Line 3

Are you a Veteran of the United States Military?

Address Line 4

Program *

City, State, Zip Code *

▼

Which organization are you affiliated with? *

(If your Organization is not listed, please contact your administrator.)



Mobile Number (ex. 5705551234) *

Alternate ID

All fields with an * are required

By clicking the submit button, I understand that the NRF Foundation and Penn Foster may email, call, and/or text me about educational services and for related purposes at the email address and phone number provided, including a wireless number, using automated technology. I understand that I am not required to provide this consent to participate in RISE Up courses. An alternative to providing this consent, you may receive information and/or enroll in a RISE Up course by calling 800-986-6482.

SUBMIT

Welcome to RISE UP, Paul!

Congratulations, you are now enrolled in **Customer Service and Sales**, a RISE Up credentialing course powered by Penn Foster!

The Customer Service and Sales credential teaches the skills that will help you succeed in a customer-facing role, whether in retail or any other industry. We're excited that you have decided to take the next steps in your career journey with us! As you move through this course, you will hear from us on occasion to celebrate your achievements and help you stay on track. Right now you have everything you need to get started, so let's get to it!

Here is your log in information:
 Student ID: **84655 546**

Let's get started

Once the student hits submit, the teacher will go into his/her proctor portal to select the admissions tab, find & select your name, and click enroll.


Once you are enrolled, you will receive the email to the left showing your Student ID #.

If you do not receive this email, ask your teacher to look up your student id # in her/his penn foster/rise up account under the learner tab.

Click on the "Let's Get Started" button in the email. The button takes you to:
<https://my.pennfoster.com/Login/>

The screen below will appear.
 Click create account at the bottom
 OR type in the url:
<https://my.pennfoster.com/Login/signup>

The screen below will appear.
 Enter the 8-digit student ID # you received
 in your email and click next.



Welcome to Penn Foster!


Sign in to your account

Enter your username

Enter your password 👁

[Create Account](#)

Next



Welcome to Penn Foster!

Enter your Student ID to continue.

Enter your Student ID

[Cancel](#)

Next


NRF FOUNDATION
RISEUP

To get started.

Create new username and password
 Link to my existing Penn Foster Account


Select your username


Your username should be at least 6 characters, can include letters, numbers, and special characters but cannot include spaces. Your username should not be the same as your Student ID Number.

 Username


Enter new password twice

Your new password should be at least 6 characters long and include at least one number and one letter (valid characters A-Z, a-z, 0-9, @, \$, -, _). Passwords are case sensitive.

 Password
 Show Password

 Confirm password
 Show Password

Enter your ZIP or Postal Code

 ZIP/Postal Code

Select and answer two security questions

Select your security questions from the dropdown menus and enter your answers in the boxes. Do not select the same security question twice.

Security question... ▼

Answer

Security question... ▼

Answer

Create Account

CANCEL

The screen to the left will appear.

Once you set up your username and password, the license is considered used whether you take the exam or not, so only do this if you will take the exam.

The first time a Learner gets here, they will select "Create new username and password."

Fill in the selected username, password, confirm the password, zip code and then select and type the answer to the 2 security questions.

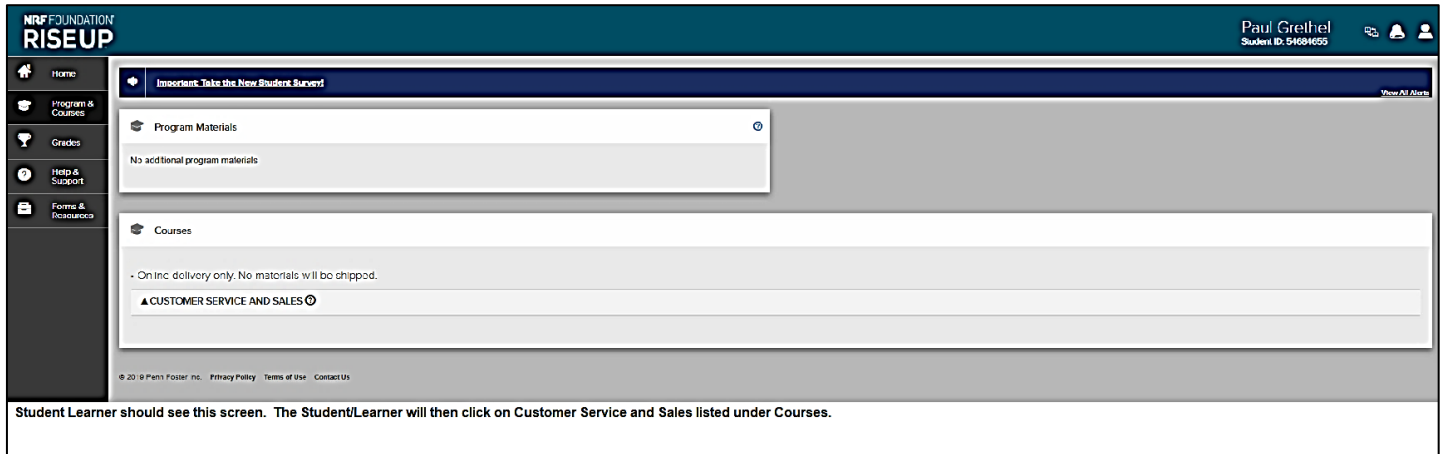
Click on "Create Account."

4

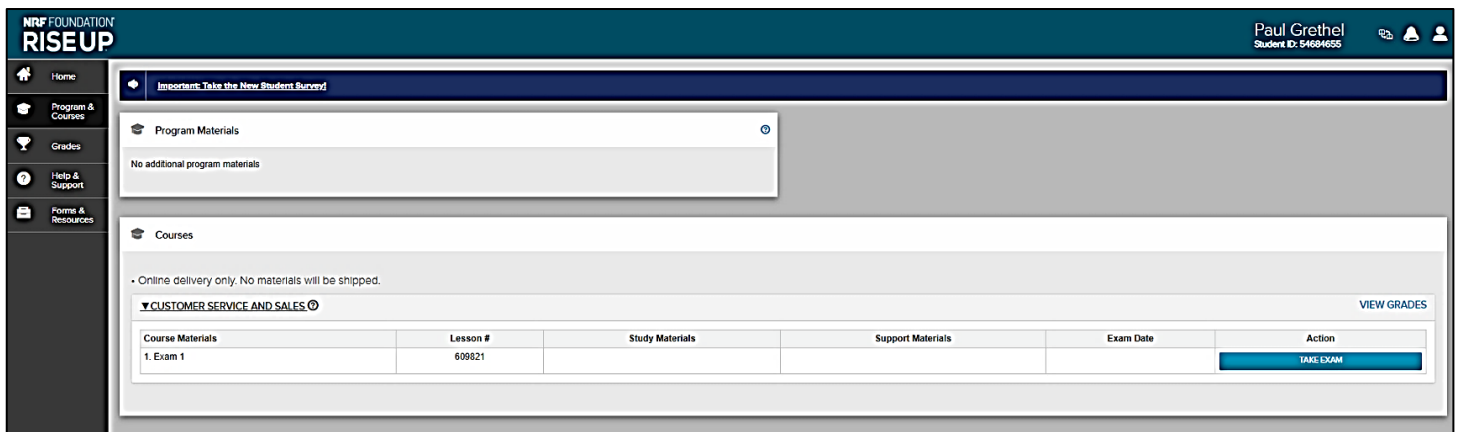
Go to: <https://my.pennfoster.com/StudentLMSPFX?cf=nrf>

Login using the username & password you created.

Student/Learner will see this screen next. The student will click on Customer Service and Sales under Courses.



After clicking the course name, this screen will show up. **If the student is ready to take the exam,** click on “Take Exam.”



After clicking “Take Exam,” this screen comes up asking for the daily password. Your teacher will go to his/her proctor portal and click on the proctor tab to find the daily password at the bottom of the page so she/he can write it on the board. Type the password in the blank and click on Submit to start the exam.

