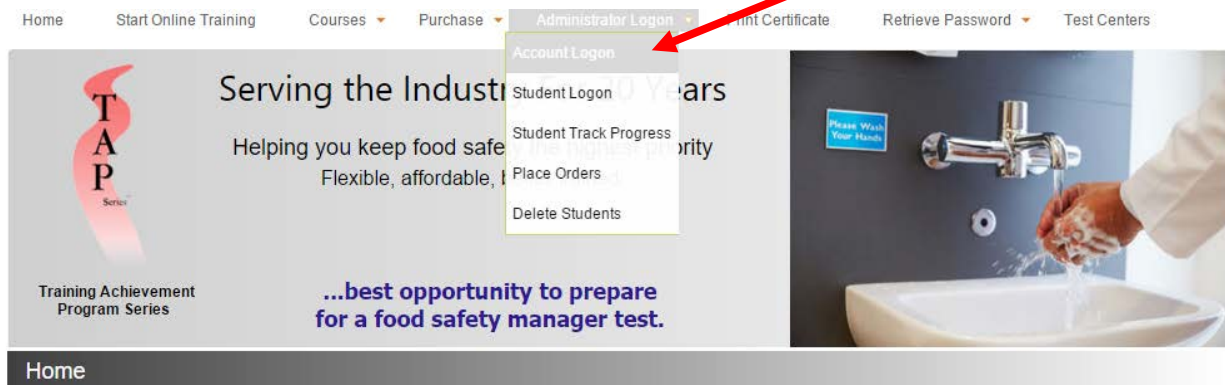# TAP Series

How to Add a Student by Admin/Professor

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page www.tapseries.com. The page looks as follows.
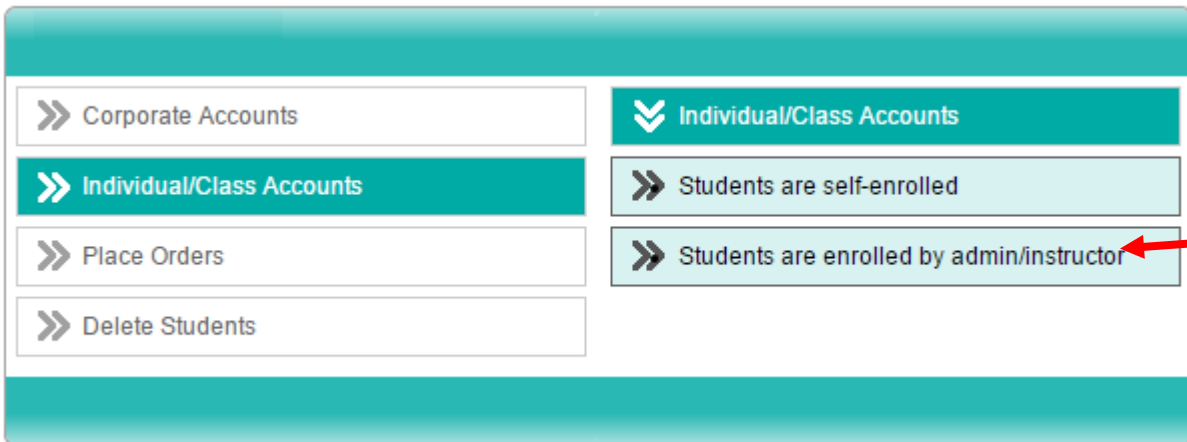

3. Go to "Administrator Logon" and click where it says "Account Logon" on the top center of the page, as it shows below.

4. After clicking on "Account Logon" click on "Individual/Class Accounts" as shown below.

5. After clicking on "Individual/Class Accounts" click "Students are enrolled by admin/instructor" as shown below.

6. Enter your username and password as shown below, and then click "Login".

7. After clicking on "Login" you will see the page as shown below. Click on "Add New Student".

8. After clicking on "Add New Student" you will be directed to the page below.

9. On the page below you will click on "Single Student enrollment" .

10. After clicking on "Single student enrollment", you will be directed to the page shown below. Click on the course you purchased and click "Select".

11. After clicking "Select" you will be directed to the page below.

Here you will enter the students First Name, Last Name, Email, Username, Password and set the Language.

For Email enter your most commonly used email so that you may communicate with TAP.

The Username has to be unique, we recommend a mix of letters and numbers. (EX: tjones1975)

For Password we recommend a mix of letters and numbers, something you can remember.

After entering all the information you will click "Add" as shown below.

Add New Student

Please enter the student's information.
Por favor, introduzca la información del estudiante.

First Name:		(Nombre)
Last Name:		(Apellido)
Email		(Correo electrónico)
User Name (up to 25 characters):		(Nombre del usuario)

Please enter only letters and/or numbers. No special characters or spaces.
Solo letras o números. No espacios.

Training Password:		(Contraseña)
Verify Password:		(Confirmar Contraseña)
Training Program:	Food Safety Manager Certification Training	
Training Language:	English ▼	(Seleccione su idioma)

Add

12. An email will be send to each student added with their username and password and instructions on how to start the training.