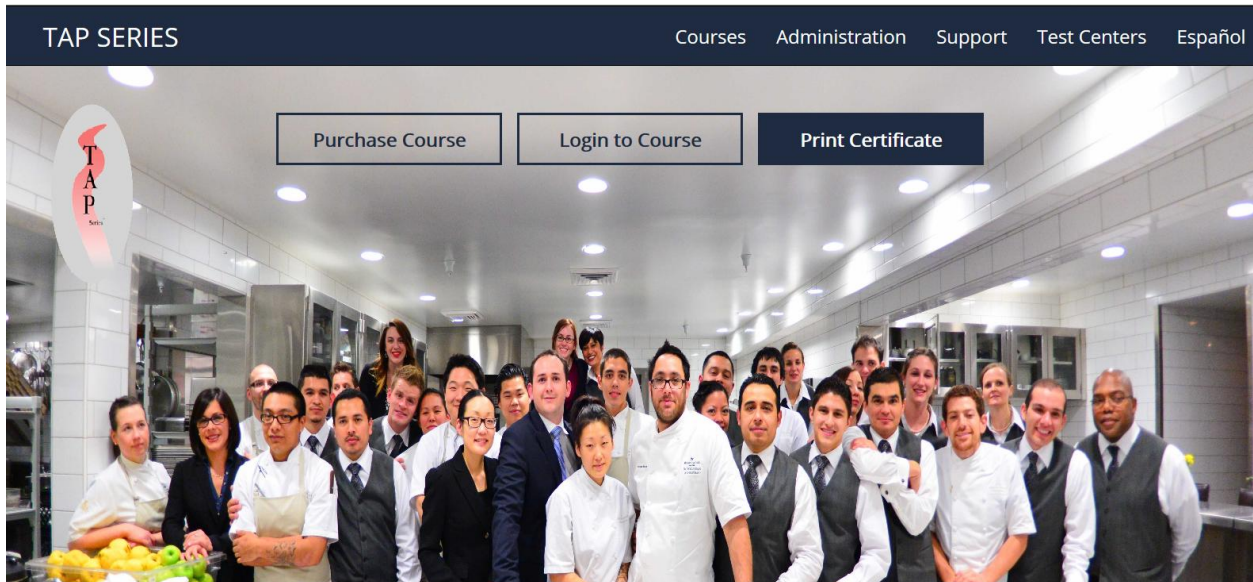


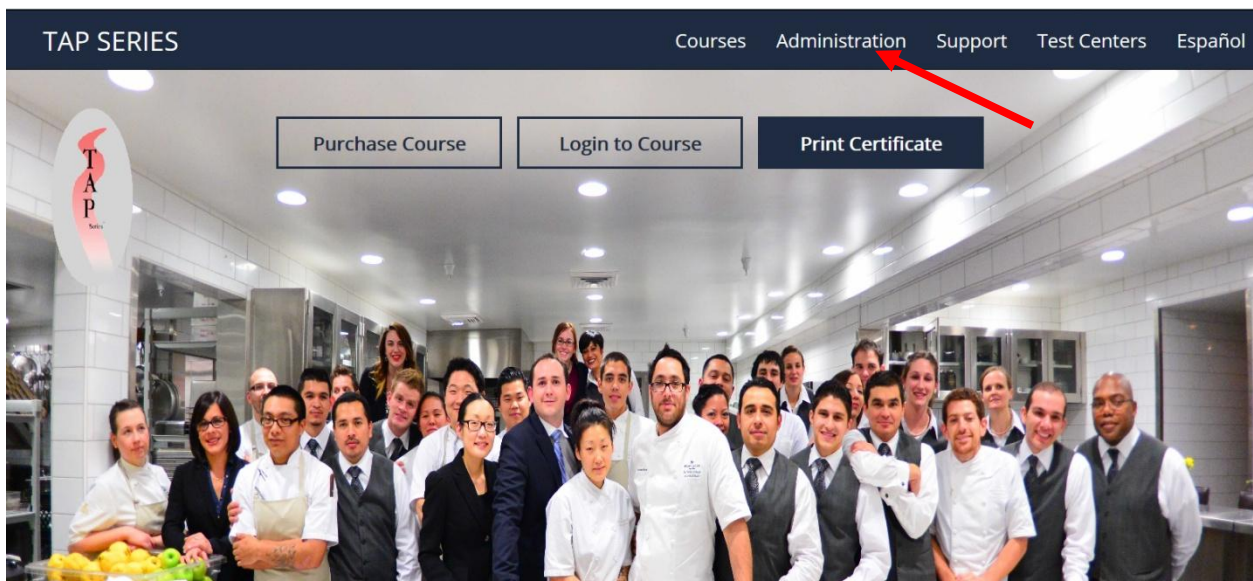
# TAP Series

## 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](http://www.tapseries.com). The page looks as follows.



3. Go to "Administration"



4. After clicking on "Administration" go to "School Accounts" as shown below and click "Students are enrolled by admin/instructor."

The screenshot shows the TAP SERIES website header with navigation links: Courses, Administration, Support, Test Centers, and Español. A red arrow points to the 'Administration' link. Below the header, a red arrow points to the 'School Accounts' dropdown menu. A second red arrow points to the 'Students are enrolled by admin/instructor' option in the dropdown. The main content area is titled 'Login' and contains a 'Need Help?' button, a notice about corporate accounts, and a login form. The login form has fields for 'User Name' and 'Password', a 'Submit' button, and a 'Forgot Password' link.

5. After clicking on "Students are enrolled by admin/instructor" enter your username and password as shown below then click "Submit."

The screenshot shows the TAP SERIES website header with navigation links: Courses, Administration, Support, Test Centers, and Español. Below the header, the 'School Accounts' dropdown menu is open, showing the 'Students are enrolled by admin/instructor' option. The main content area is titled 'Login' and contains a 'Need Help?' button, a notice about corporate accounts, and a login form. The login form has fields for 'User Name' and 'Password', a 'Submit' button, and a 'Forgot Password' link. Red arrows point to the 'User Name' and 'Password' fields, and another red arrow points to the 'Submit' button.

The screenshot shows the TAP SERIES website footer with three columns of links: Information, FAQ's, and Policy. The 'Information' column includes links for Food Handler Certificate Verification, Outlets from Customers, and a link to the website. The 'FAQ's' column includes links for Tutorials and Regulatory Requirements. The 'Policy' column includes links for Privacy policy and Food Handler Privacy Policy (English).

6. After clicking "Submit" you will see the page as shown below. Click on "Add Students".  
[www.tapseries.com](http://www.tapseries.com)

## Administration Main Menu - Please select from options below.

Welcome, tap

Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Delete Students

[Log Out](#)

7. After clicking on "Add Students" you will be directed to the page below. On the page you will click on "Foodservice Food Safety Manager Certification Training" and enter in the number of students you wish to add. Then click "Continue."

## Main Menu

Please select the training program that you purchased:

- Food Handler Training (all other states)
- Food Safety Manager Certification Training**
- Food Safety Re-Certification Training
- Food Safety Refresher Training
- Franklin County, KY Food Handler
- HACCP Managers Certificate Course
- Idaho Food Handler Training
- Illinois Food Handler Training
- Jackson County MO Food Handler Training
- Mid-Ohio Valley Health Department West Virginia Food Worker
- New Mexico Food Handler Training

If the course you are looking for is not listed, [click here](#) to purchase more courses.

## NOTICE:

You have 100 licenses remaining for Food Safety Manager Certification Training

Number of students to add:

1

## Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default is 1)
- If adding more than one student, you can choose to upload an Excel file. [Click here for instructions](#)
- Press continue below to begin adding the new students.

## Terms of Enrollment

Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 fee for all courses except Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to charge a \$5 fee for Food Handler name changes. To submit a name change form, [click here](#).

[Click here for privacy policy](#)[Continue](#)

8. After clicking “Continue” you will be directed to the page below. Here you will enter the students First Name, Last Name, Email, Username, Password, Language, and Date of Birth. For Email enter the 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 “Submit” as shown below.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Add New Student

Go Back

Please enter the student's information.

\* First Name:

\* Last Name:

\* Student Email:

Manager Email:

\* User Name:

\* Training Password:

\* Verify Password:

\* Training Program:

Food Safety Manager Certification Training

\* Training Language:

English

\* - Required Field

Submit

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