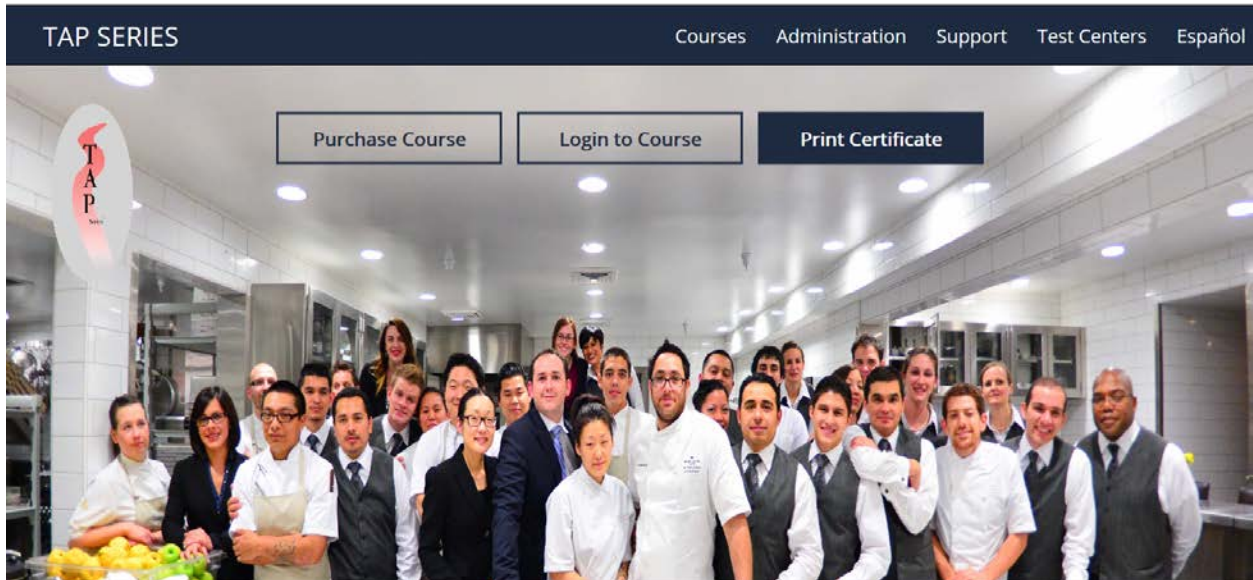


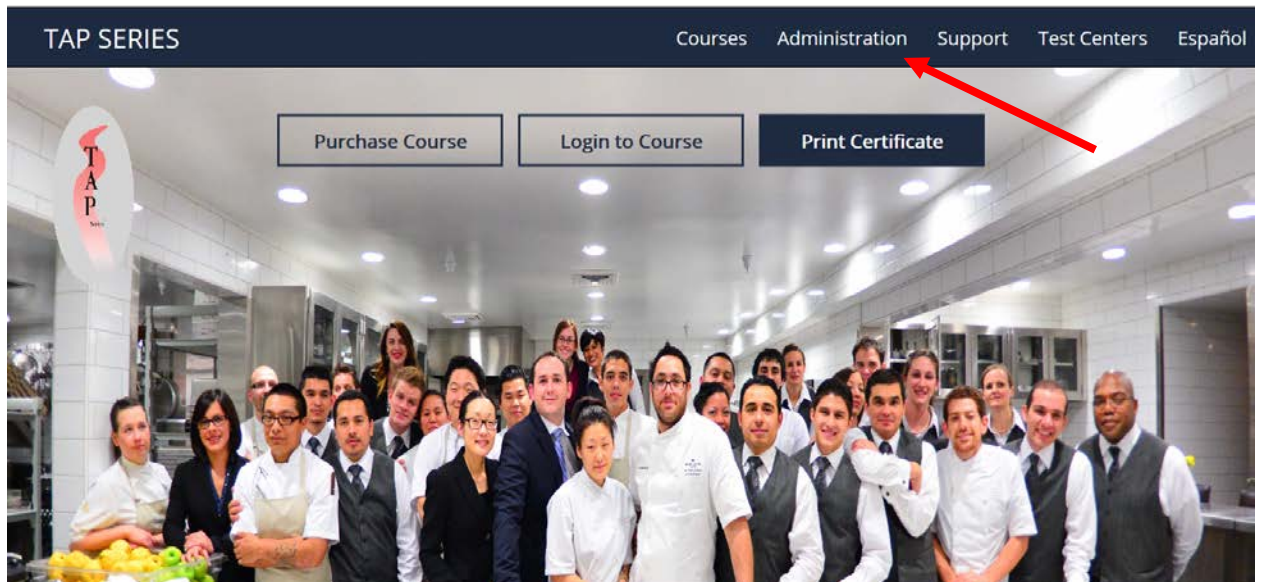
# TAP Series

## How to Add Student(s) 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 "Class Accounts" and click on "Students are enrolled by admin/instructor" as shown below.

**TAP SERIES** Courses Administration Support Test Centers Español

### Login

**NOTICE:** Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site.  
User names and passwords are case sensitive.

This page is for administration only.  
To login to your online course, [click here](#).

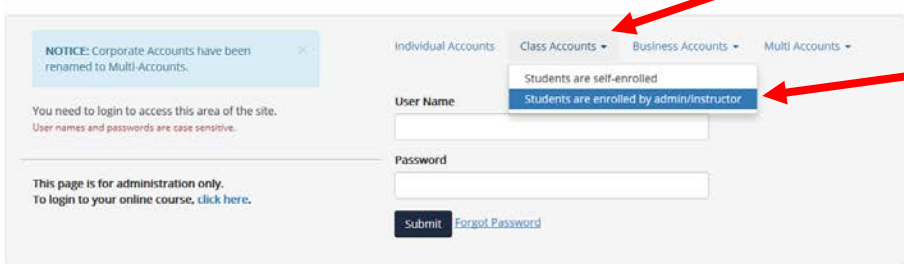
Individual Accounts Class Accounts Business Accounts Multi Accounts

Students are self-enrolled  
Students are enrolled by admin/instructor

User Name  
Password

[Submit](#) [Forgot Password](#)

Information FAQ's Policy



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

**TAP SERIES** Courses Administration Support Test Centers Español

### Login

**NOTICE:** Corporate Accounts have been renamed to Multi-Accounts.

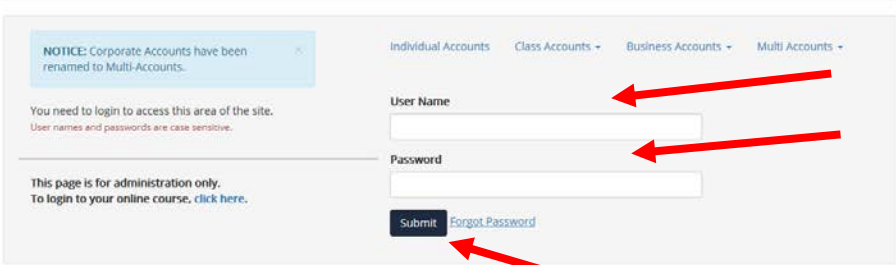
You need to login to access this area of the site.  
User names and passwords are case sensitive.

This page is for administration only.  
To login to your online course, [click here](#).

Individual Accounts Class Accounts Business Accounts Multi Accounts

User Name  
Password

[Submit](#) [Forgot Password](#)



6. After clicking on “Submit” you will see the page as shown below. Click on “Add Students”.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Administration Main Menu - Please select from options below.

Welcome, mmskip

Add Students

Track Progress

Course Literature

Strategies For Increasing Sales Data Center

Global Score Report

School Color Coded Progress Report

Business Color Coded Progress Report

Course Pass Report

Place Orders

Delete Students

Log Out

7. After clicking on “Add Students” you will be directed to the page below.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Add New Student(s)

Please select a Training Program for the training you purchased:

Earn More With Service

Foodservice Food Safety Manager Certification Training

Food Handler Training (all other states)

Strategies for Increasing Sales

HACCP Managers Certificate Course

California Food Handler Training

New Mexico Food Handler Training

Texas Food Handler Training

Norfolk VA Food Handler Training

Florida Food Worker Training Program

Illinois Food Handler Training

NOTICE:

Once you've selected a course, your remaining licenses will show here.

Number of Students to add:

0

Continue

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add, (Default 1)
- If adding more than one student, you can choose to upload and Excel file.
- Press continue 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](#)

8. On the page you will click on the food handler training you have purchased and enter in the number of students you wish to add. Then click "Continue."

**TAP SERIES** Courses Administration Support Test Centers Español

### Add New Student(s)

Please select a Training Program for the training you purchased:

- Earn More With Service
- Foodservice Food Safety Manager Certification Training
- Food Handler Training (all other states)
- Strategies for Increasing Sales
- HACCP Managers Certificate Course
- California Food Handler Training**
- New Mexico Food Handler Training
- Texas Food Handler Training
- Norfolk VA Food Handler Training
- Florida Food Worker Training Program
- Illinois Food Handler Training

**NOTICE:**  
You can add as many students as you have voucher numbers remaining for California Food Handler Training

Number of Students to add:  
1

Continue

**Instructions:**

- Select which course you will add new students.
- Choose the number of students you want to add. (Default 1)
- If adding more than one student, you can choose to upload and Excel file.
- Press continue 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](#)

9. After clicking "Continue" you will be directed to the page below. Here you will enter the student's First Name, Last Name, Email, Date of Birth, Username, Password and set the Language. For Email enter the most common 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** Courses Administration Support Test Centers Español

### Add New Student

Please enter the student's information:

\* First Name:

\* Last Name:

\* Student Email:

Manager Email:

\* User Name:

\* Training Password:

\* Verify Password:

\* Training Program: California Food Handler Training

\* Training Language: English

\* Student Birthdate: (MM/DD/YYYY)

\* - Required Field

Submit

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