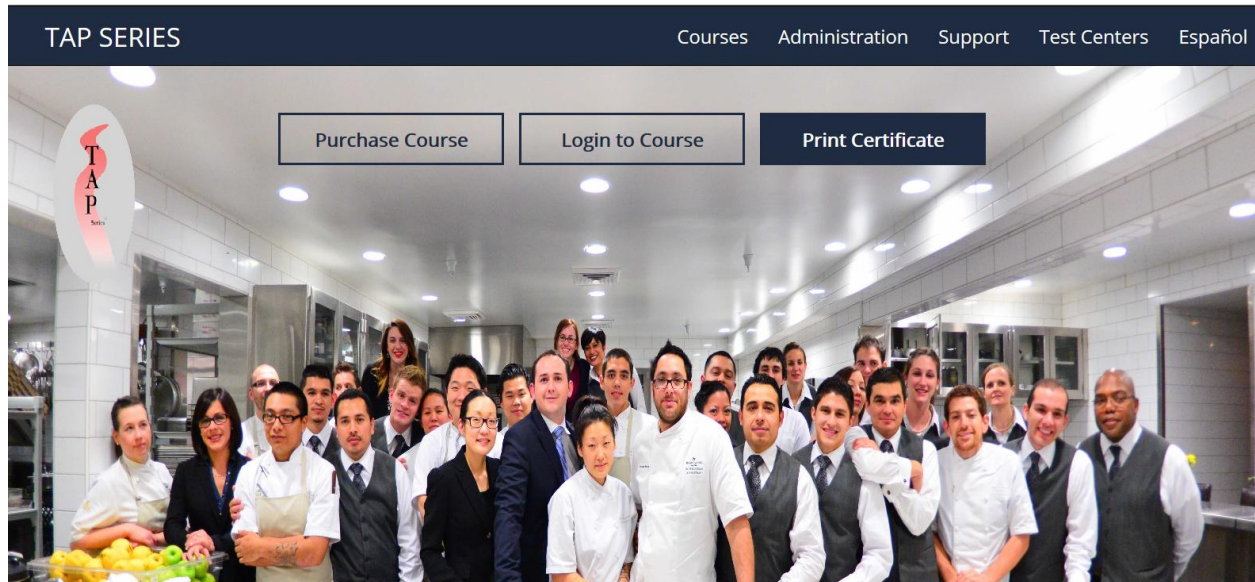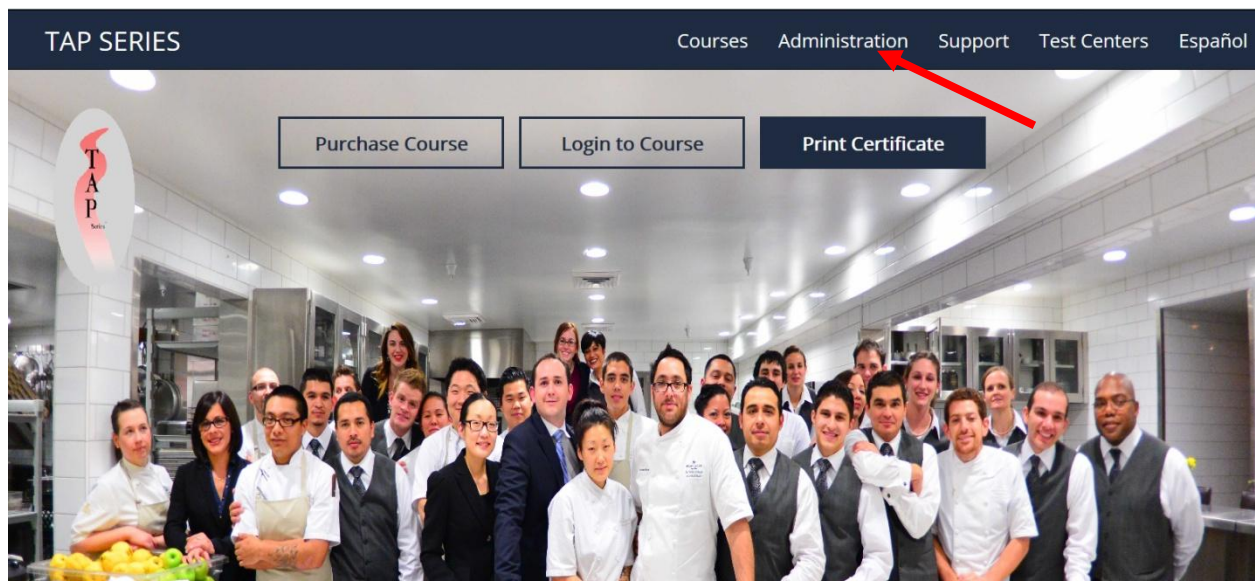**TAP Series**

How to Delete 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 "Administration"

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

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

6. After clicking "Submit" you will see the page as shown below. Then click on "Delete Students".

TAP SERIES   Courses   Administration   Support   Test Centers   Español

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 "Delete Students", you will be directed to the page below. Enter the students Username, and click on the appropriate course (i.e. "Food Safety Manager Certification Training"). Then click "Submit".

TAP SERIES   Courses   Administration   Support   Test Centers   Español

Delete Students

Username:

Jsmith

Select Course:

Florida Food Worker Training Program
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's Permit

Submit

8. After clicking "Submit" the following window will pop up. Then click "Yes" to confirm deleting that student from the course. After clicking "Yes" you will have successfully deleted a student from your course.

Delete Student Confirmation ✕

Are you sure you want to delete the student?

Yes   No