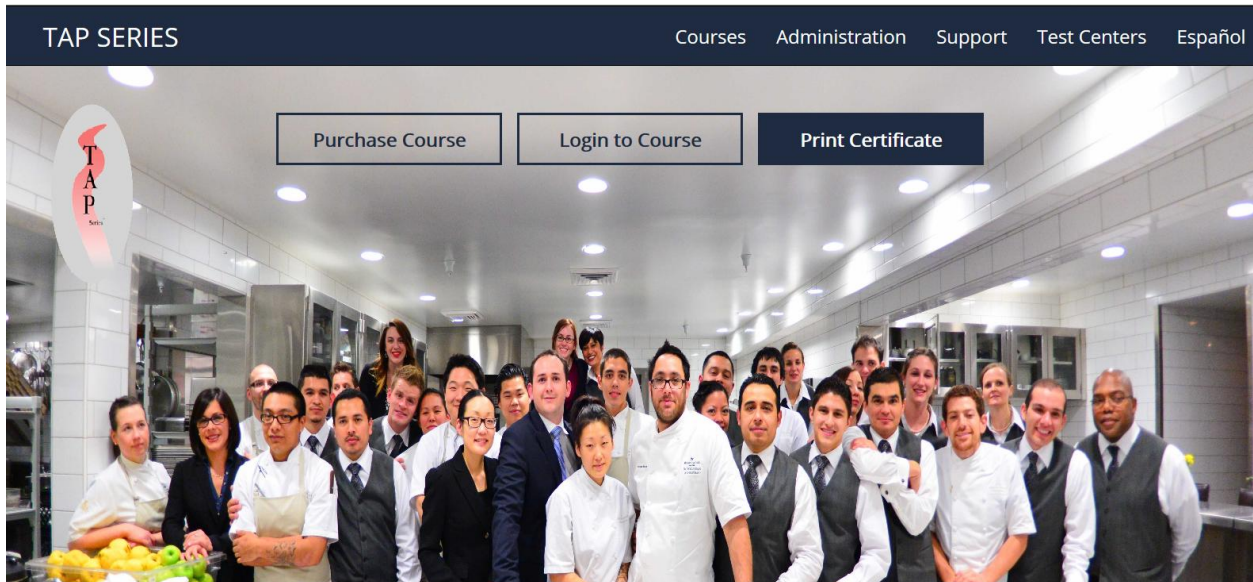


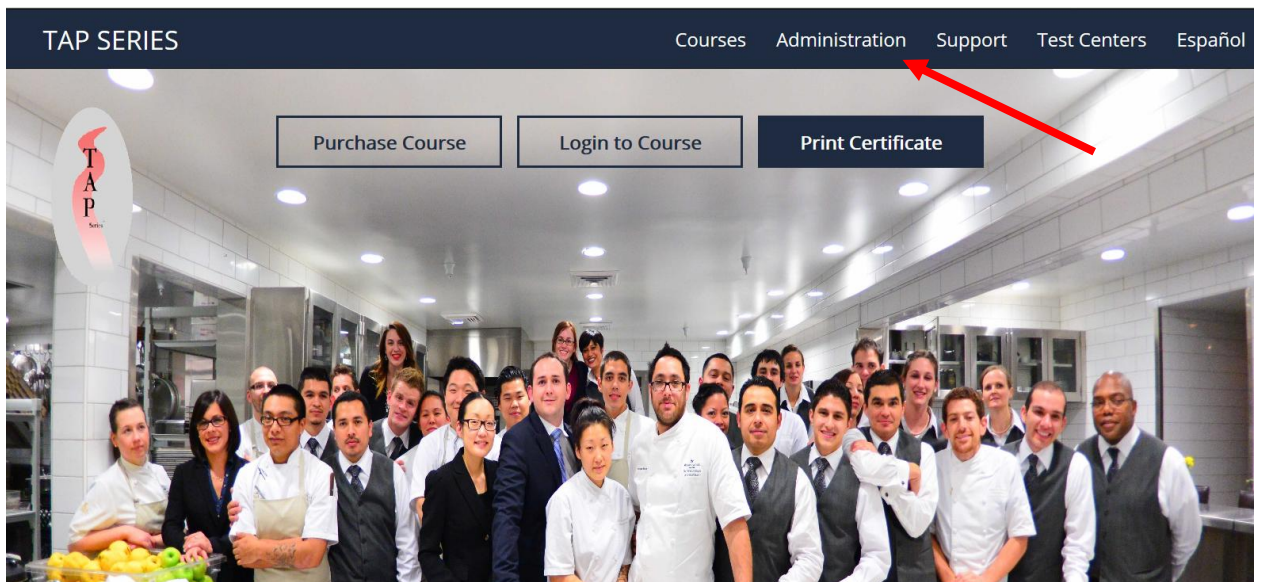
TAP Series

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. The page looks as follows.



3. Go to "Administration."



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

The screenshot shows the TAP SERIES website's login page. At the top, a dark blue navigation bar contains the text "TAP SERIES" and links for "Courses", "Administration", "Support", "Test Centers", and "Español". On the left, a vertical red button says "Need Help?". The main heading is "Login". Below it, a horizontal menu has four items: "Individual Accounts", "School Accounts" (which is expanded), "Business Accounts", and "Multi Level Accounts". A red arrow points to the "School Accounts" dropdown. A tooltip appears over the "School Accounts" dropdown with the text: "Students are self-enrolled" and "Students are enrolled by admin/instructor". Another red arrow points to the "Students are enrolled by admin/instructor" option. Below the dropdown, the "Individual Account Login" form is visible. It includes a "User Name" field, a "Password" field, a "Submit" button, and a "Forgot Password" link. A blue notice box on the left states: "NOTICE: Corporate Accounts have been renamed to Multi-Accounts." Below the notice, it says: "You need to login to access this area of the site. User names and passwords are case sensitive." At the bottom of the login area, it says: "This page is for administration only. To login to your online course, click here."

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

The screenshot shows the TAP SERIES website's login page, specifically the "School Account Login - Enrolled by Administrator" form. The top navigation bar is the same as in the previous screenshot. The main heading is "Login". Below it, the horizontal menu is the same, but the "School Accounts" dropdown is not expanded. The "Individual Account Login" form is replaced by the "School Account Login - Enrolled by Administrator" form. This form includes a "User Name" field, a "Password" field, a "Submit" button, and a "Forgot Password" link. Three red arrows point to the "User Name" field, the "Password" field, and the "Submit" button. A blue notice box on the left states: "NOTICE: Corporate Accounts have been renamed to Multi-Accounts." Below the notice, it says: "You need to login to access this area of the site. User names and passwords are case sensitive." At the bottom of the login area, it says: "This page is for administration only. To login to your online course, click here." The bottom of the page features a dark blue footer with three columns of links: "Information" (Food Handler Certificate Verification, Quotes from Customers), "FAQ's" (Tutorials, Regulatory Requirements), and "Policy" (Privacy policy, Food Handler Privacy Policy (English)).

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."

The screenshot shows the 'Add New Student(s)' page. At the top is a dark blue header with 'TAP SERIES' on the left and 'Courses Administration Support Test Centers Español' on the right. Below the header, the title 'Add New Student(s)' is centered. The main content area is divided into three columns. The left column contains a scrollable list of training programs under the heading 'Please select a Training Program for the training you purchased:'. The programs listed are: 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 (highlighted in blue), New Mexico Food Handler Training, Texas Food Handler Training, Norfolk VA Food Handler Training, Florida Food Worker Training Program, and Illinois Food Handler Training. The middle column has a light blue box with a 'NOTICE' stating that the number of students added is limited by the number of voucher numbers remaining for the selected program. Below this is a text input field for 'Number of Students to add:' with the value '1' entered. At the bottom of this column is a blue 'Continue' button. The right column contains two boxes: 'Instructions' with bullet points about selecting a course, choosing the number of students, and pressing continue; and 'Terms of Enrollment' with detailed text about the enrollment process and a link to the privacy policy. Three red arrows are overlaid on the image: one points to the 'California Food Handler Training' option in the list, another points to the 'Number of Students to add:' input field, and a third points to the 'Continue' button.

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.

The screenshot shows the 'Add New Student' page. At the top is a dark blue header with 'TAP SERIES' on the left and 'Courses Administration Support Test Centers Español' on the right. Below the header, the title 'Add New Student' is centered. The main content area has the heading 'Please enter the student's information.' and contains two columns of form fields. The left column includes fields for: * First Name, * Last Name, * Student Email, Manager Email, and * User Name. The right column includes fields for: * Training Password, * Verify Password, * Training Program (with 'California Food Handler Training' selected), * Training Language (with 'English' selected in a dropdown), and * Student Birthdate (MM/DD/YYYY). At the bottom left, there is a legend indicating that an asterisk (*) denotes a required field. Below the legend is a red circle around a dark blue 'Submit' button.

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