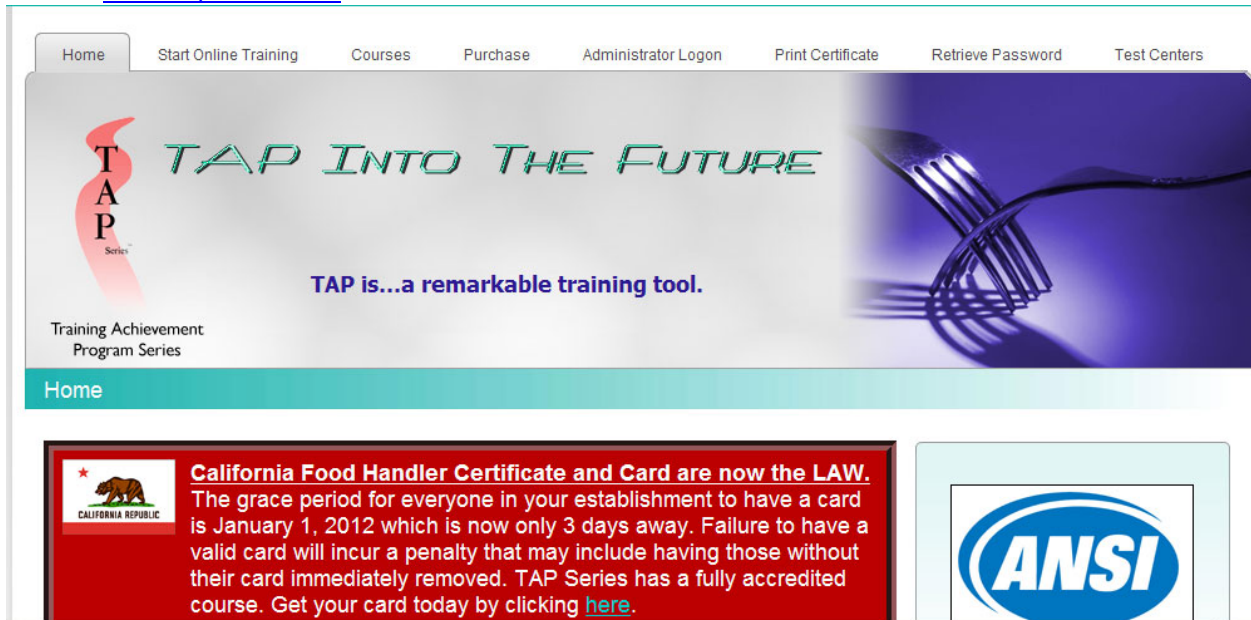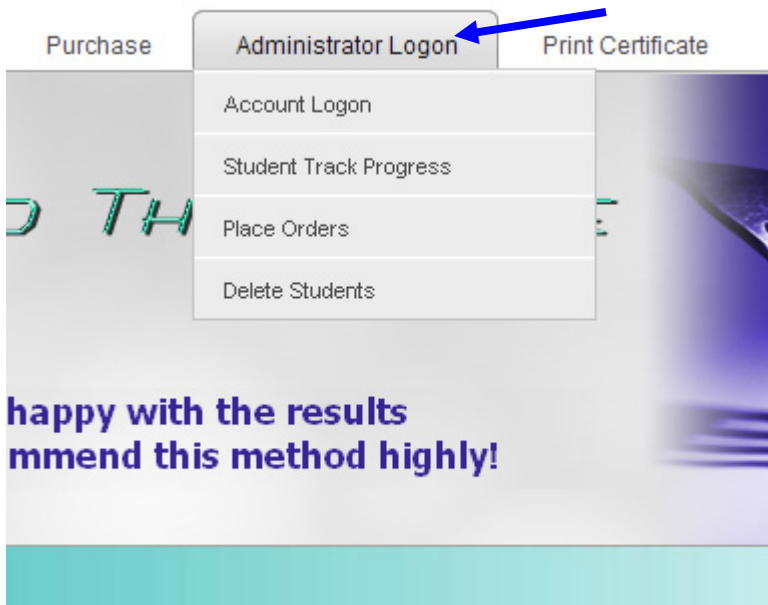# Add Unit Administrator

1. Open an internet browser.
2. Go to www.tapseries.com.
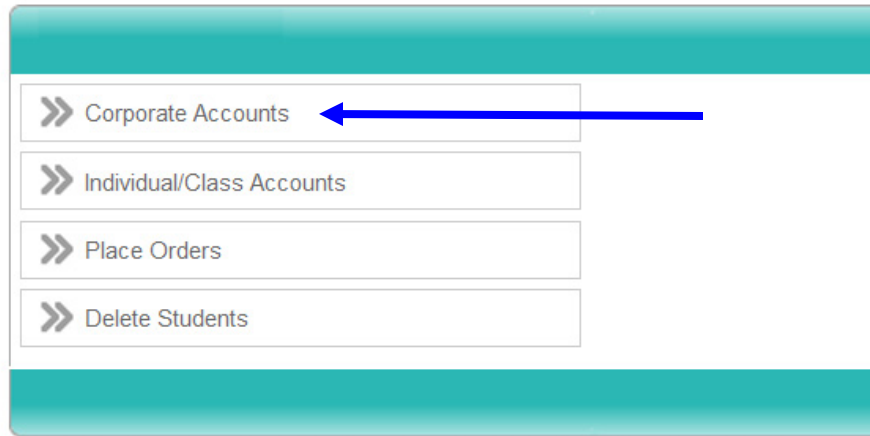

3. Click "Administrator Logon" on the top center of the page. As shown below
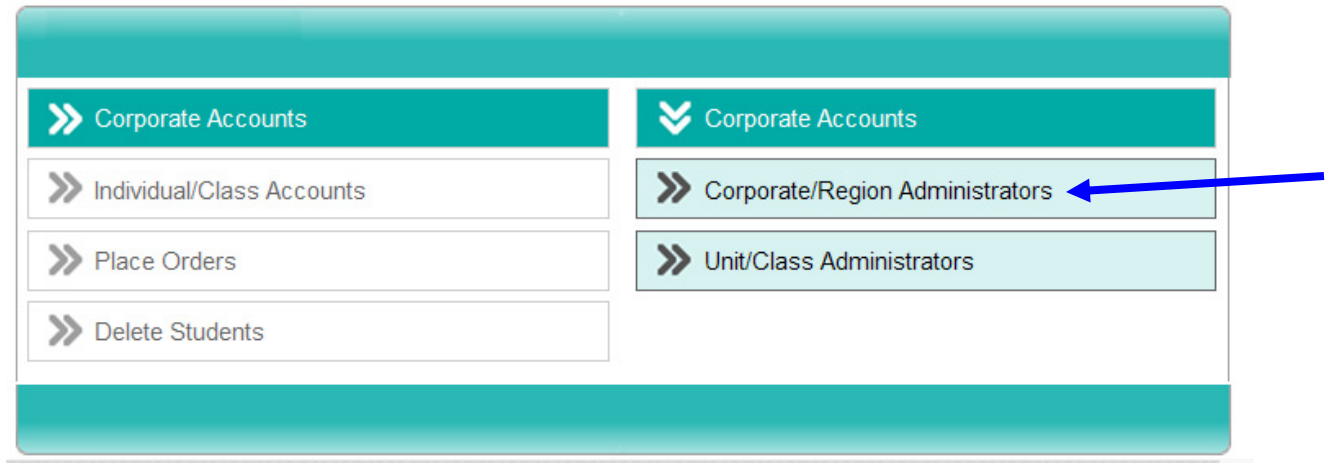
4. After clicking on "Administrator Logon" Click "Corporate Accounts." As shown below.
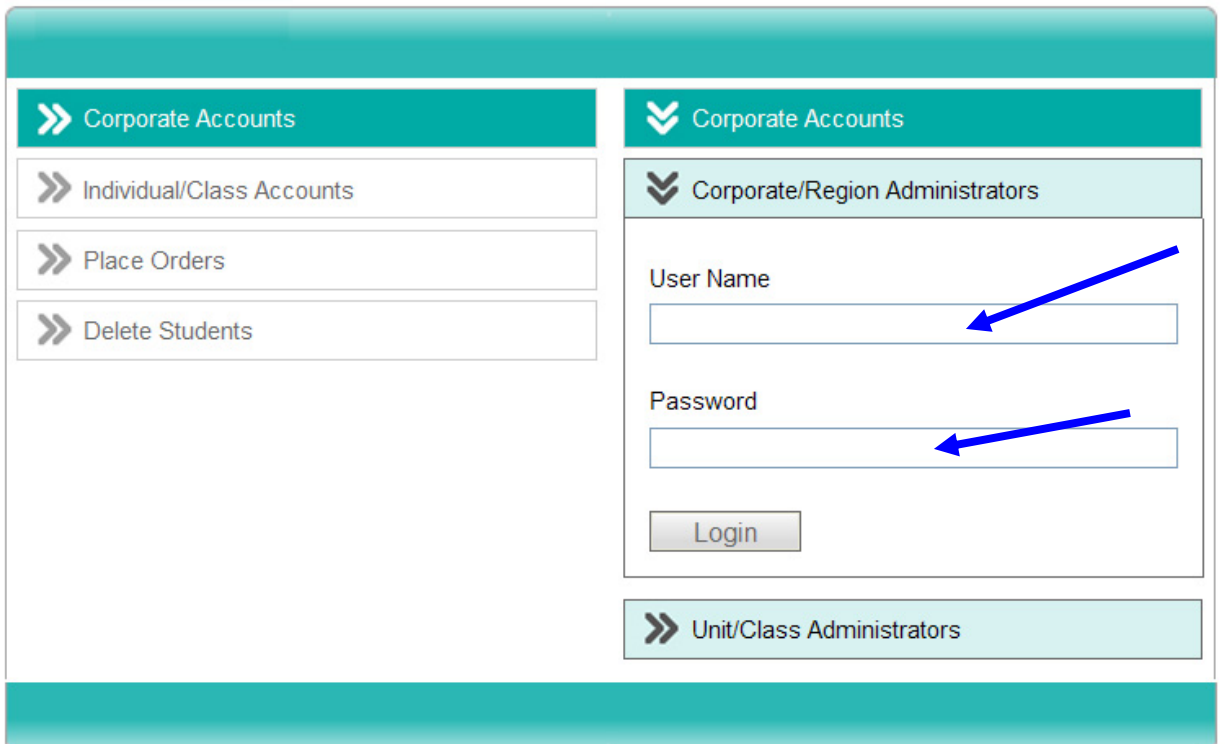
You need to login to access this area of the site

>> Corporate Accounts ←

>> Individual/Class Accounts

>> Place Orders

>> Delete Students

5. After clicking on "Corporate Accounts", click "Corporate/Region Administrators." As shown below.

>> Corporate Accounts   ⩔ Corporate Accounts

>> Individual/Class Accounts   >> Corporate/Region Administrators ←

>> Place Orders   >> Unit/Class Administrators

>> Delete Students

6. After clicking on "Corporate/Region Administrators", enter your username and password and click "Login." As shown below.

7. After entering your username and password and clicking on "Login", click on "Single Region Administration." As shown below.

8. Go ahead and the click on "Add Units/Classes"

Region Administration Menu

This is the single region menu.
Please select from options below.

Add Units/Classes

View/Edit Units/Classes

Log Out

9. After clicking on "Add Units/Classes" you will be directed to the page below. Add the appropriate fields, and go ahead and click on "ADD" after it's all done.

Add Unit/Class Administrator

Login Information:

Unit/Class ID:

Password:
Note: The password is case-sensitive.

Verify Password:

Select Region ID: Single Region ID

☐ Has permission to add students

Contact Information:

First Name:

Last Name:

E-mail Address:

Add