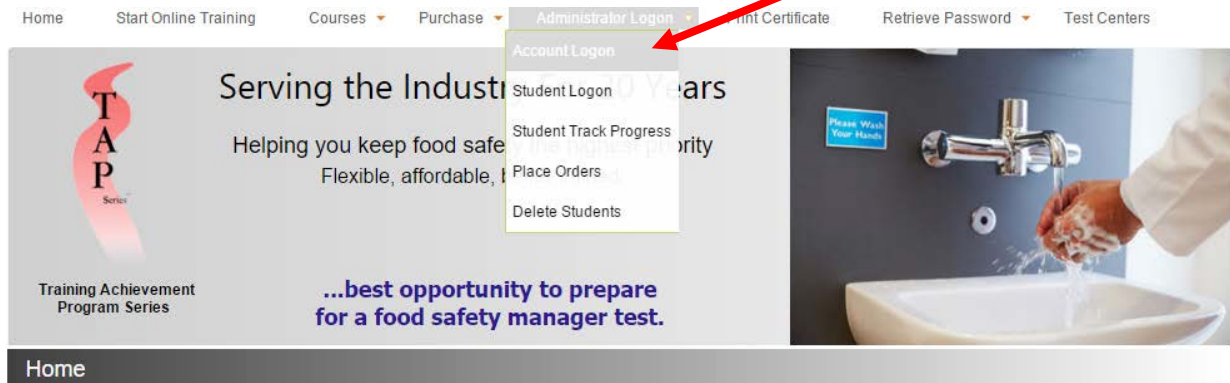# TAP Series

How to Add Multiple Students by Admin/Professor

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
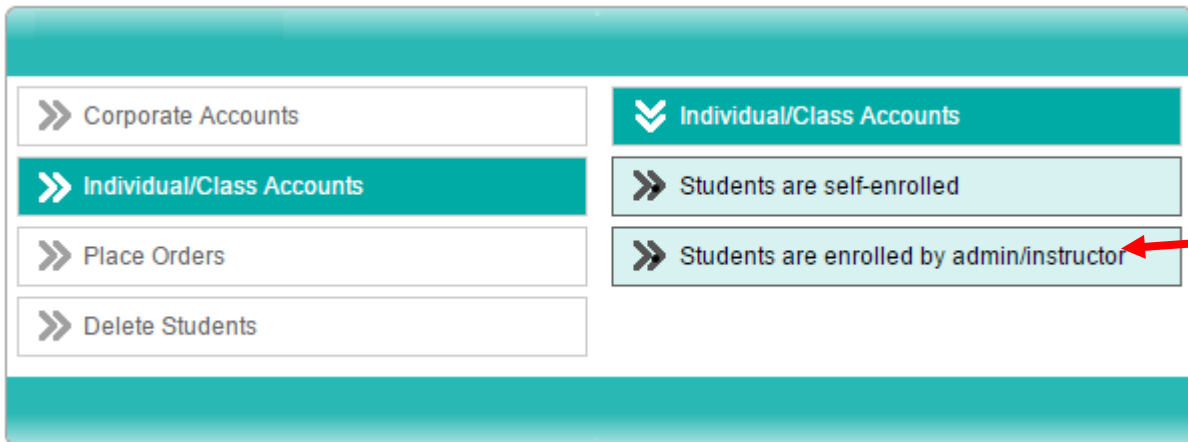2. Go to the page www.tapseries.com. The page looks as follows.

3. Go to "Administrator Logon" and click where it says "Account Logon" on the top center of the page, as it shows below.

4. After clicking on "Account Logon" click on "Individual/Class Accounts" as shown below.

5. After clicking on "Individual/Class Accounts" click "Students are enrolled by admin/instructor" as shown below.

6. Enter your username and password as shown below, and then click "Login".

7. After clicking on "Login" you will see the page as shown below. Click on "Add New Student".

8. After clicking on "Add New Student" you will be directed to the page below.

9. On the page below you will click on "Multiple student enrollment" to add up to 20 students at a time, as shown below. Please be advised that when adding multiple students you have a maximum of 20 minutes to add them or the page will time out and you will have to start over. If you need more time, you can add students in smaller batches.

10. After clicking on "Multiple student enrollment", you will be directed to the page shown below. Click on the course you purchased and input the number of students you want to enroll. Then click "Select"

11. After clicking "Select" you will be directed to the page below.
    Here you will enter the students First Name, Last Name, Email, Date of Birth, Username,
    Password and set the Language.
    For Email enter the student's email.
    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 students you will click "Add" as shown below.

Add New Student

Add New Student

This page will time out after 20 minutes. Only add as many students as can be entered within 20 minutes.

Click here to enroll students using an Excel file

-- OR --

Manually enter student's information below.

Training Program: Illinois Food Handler Training

First Name	Last Name	Email	User Name*	Password*	Date of Birth	Language
						English ▾
						English ▾
						English ▾
						English ▾
						English ▾
						English ▾

Please remove all empty rows before adding students by clicking the link below.
Remove Empty Row(s)

Add

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