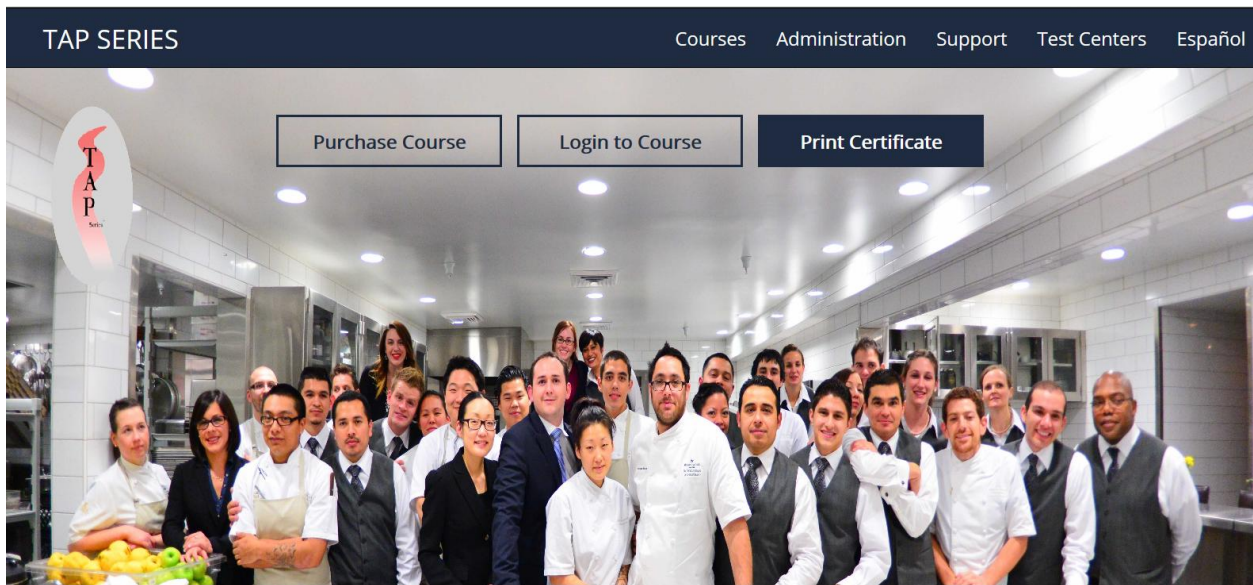


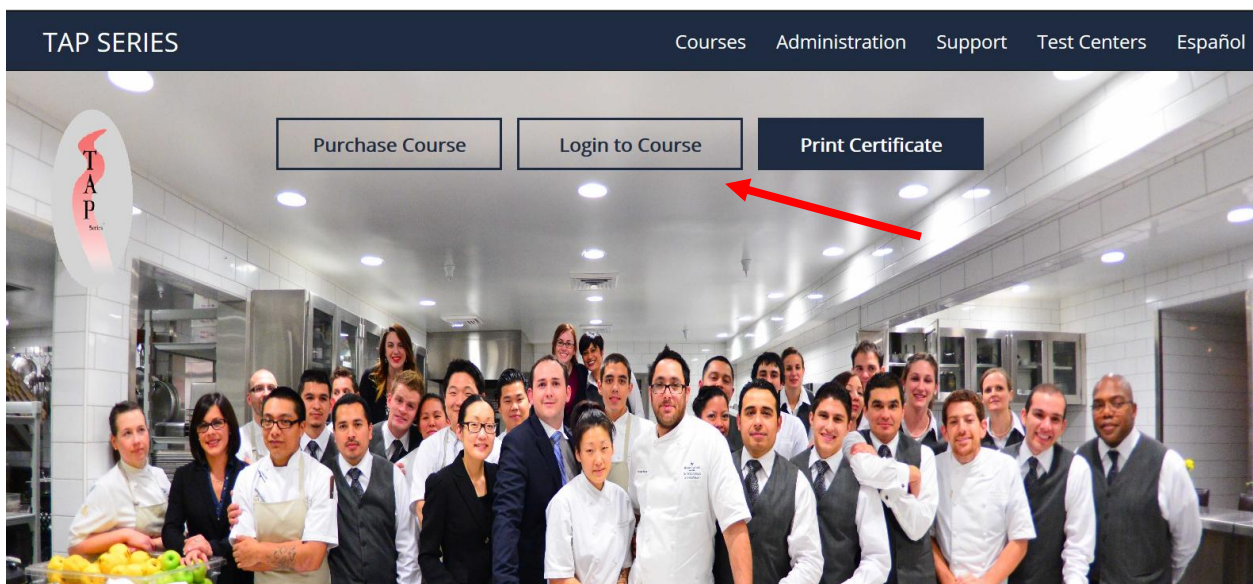
# TAP Series

## How to Add a Student Using a License Key

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. On the page below click on "Login to Course".



4. Enter your license key in the input box and click "Login".

TAP SERIES Courses Administration Support Test Centers Español

### Course Login



Type Username or License Key in the box and click Login.

[Forgot Password?](#)

Login

We recommend customers use Google Chrome or Mozilla Firefox

5. On the next window click on "Confirm".

### Use this License Key?

It looks like you have entered a license key and you don't have a username. Click "Confirm" below to create your username.

Confirm Cancel

6. On the page below enter your information and click "Add".

**TAP SERIES**[Courses](#)[Administration](#)[Support](#)[Test Centers](#)[Español](#)

## Add New Student

[Go Back](#)

Please enter the student's information.

* First Name:	<input type="text" value="John"/>	* Training Password:	<input type="text" value="Smithy123"/>
* Last Name:	<input type="text" value="Smith"/>	* Verify Password:	<input type="text" value="Smithy123"/>
* Student Email:	<input type="text" value="smith@yahoo.com"/>	* Training Program:	<input type="text"/>
Manager Email:	<input type="text" value="manager@yahoo.com"/>	* Training Language:	<input type="text" value="English"/>
* User Name:	<input type="text" value="smith123"/>		

\* - Required Field

[Submit](#)

7. After clicking "Submit" you should be redirected to the page below. On this page you can click "Add More Students" to add more students, or click "Main Menu" to return to the main menu.

**TAP SERIES**[Courses](#)[Administration](#)[Support](#)[Test Centers](#)[Español](#)

Success! This student has been added to Illinois Food Handler Training.

- The student listed below is now registered. The information below has been sent to the student by e-mail, along with directions on how to start the course. You can also print this page and give it to the student directly.
- A full refund will be provided if only Lesson 1 has been started, materials are returned undamaged, and/or it has not been longer than 30 days from the date on the Order Form. If lesson 2 has not been started, the course can be assigned to another person for up to one year for a \$20 name change fee. We reserve the right to charge a \$5 fee for Food Handler name changes.

First Name:	John
Last Name:	Smith
Student Email:	smith@yahoo.com
User Name:	smith1234
Password:	AgentScarn
Training Program:	Illinois Food Handler Training
Language:	ENGLISH
Date of Birth:	1995-02-18
Manager Email:	Manager@yahoo.com

[Start Online Training](#)[Add More Students](#)[Main Menu](#)