



## How to manage your own TAP Series Online Training Administrator Account

1. To enroll a manager, go to [www.tapseries.com/4u/tj](http://www.tapseries.com/4u/tj) or to enroll a crew member, go to [www.tapseries.com/4u/tjh](http://www.tapseries.com/4u/tjh). Click **Enroll/Manage Students** and log in using Administrator codes.
2. Your User Name is tj and your store number. Example: tj000. Your Password is the name of the city. If the name is more than one word it will be combined. Example: Studiocity.
3. To enroll a student, click **Add New Student**, then select the course.
4. If enrolling into a handler course for a crew member, some courses will not require payment. Some states and counties charge a fee. If the store is in a jurisdiction that charges a fee, you will only have to pay the fee, you will not pay for the training. You will need a credit card to pay the fee.
5. Once a course is selected, input the crew member's information (you might want to input the manager's email address for the member). Next, create a user name, password, and select the language for the student. When done, give the crew member the user name and password you created and tell them to go to [www.tapseries.com/4u/tjh](http://www.tapseries.com/4u/tjh) and select Start Online Training.
3. To review student training results, select **Track Progress** from the administrator menu. You have the ability to view students by the date they were added. This will help to keep the amount of records limited to those that are currently training. Next, select the name of the course.
4. Student list: This is the list of students that you have enrolled into your class group during the date range you just selected. The **Status** column tells you if they are training or done. The **Progress** column tells you how far they are in the training, or again if they are done. **View Scores** is a link to a student's individual results.

**Important: The success of self-study education is to have short term study goals that are monitored. Human nature is that most people only do what has to be done now. If you don't have short term study goals and monitor those goals, this training will most likely fail to be completed.**

7. If you enrolled a manager, the manager needs to take a proctored examination.
  - a. If you have signed up as an examination proctor, you can order paper exams (you need two weeks advance notice to avoid rush fees) or you can use the online examination. To learn more about being a proctor, Click [Here](#) and go to Downloads.
  - b. If it is more convenient to have the student go to a test proctoring center, you can pay for and schedule examinations at <http://www.pearsonvue.com/nrfsp/>.
8. To learn about the TAP PAS Warranty program, go to [www.tapseries.com/Pass\\_Assurance\\_Flierv2.pdf](http://www.tapseries.com/Pass_Assurance_Flierv2.pdf).