

TAP

[training achievement program]

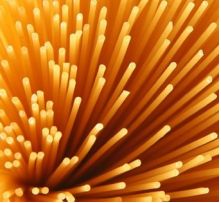
SERIES

How to open up and manage your own TAP Series Online Training Administrator Account

1. First, there is no cost for setting up the account. You will only pay for trainings as needed.
2. During the first purchase process go to www.tapseries.com/4u/marriott, and click on “Training Administrator Login” and click on purchase, you will be asked to create a new Administrator User Name and Password. Keep these codes. They are the key to your account. Do not use these codes as a student training User Name and Password. You will use them each time you want to purchase, enroll and/or review the students (employees) in your account.
3. During the purchase process, you can order as many trainings as you want. Each purchase will add a training enrollment right to your account, which you will use at the end of the purchase process or later as needed.
4. To enroll students after the purchase process, or to review training results, return to www.tapseries.com/4u/marriott.
5. Select Instructor Logon, select “If you enroll your students yourself, click here”, and input your Administrator codes.
6. To enroll a student, go to Add New Student, select the course, and input the student name and email address. (You might choose to input the employee’s manager’s email address). You will use this email address while reviewing their training progress. Next, create a User Name and Password for the student, and if offered, select English or Spanish. The training can be done anywhere, in the unit, a training facility or at home.
7. To review student training results, select Track Progress. You will be offered the ability to review by the date students were added. This will help to keep the amount of records limited to those that are currently training. Next, select the course.
8. The Student List will appear. This is the list of students that you have enrolled into your class group during the date range you just selected. At this page you can email all students at once by selecting Check, or one or more at a time by placing checks into the boxes at the start of each student record. Here you can also see the students name and



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User Name. Status tells you if they are training or done. Progress 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. Note: If you are going to have students from a number of different locations, you might want to use the location number as the first part of each student's User Name. With this in place, you can select User Name from the list of underlined words and the database will arrange the students by User Name, numbers first. Now you have all students from each location in a group.



9. Clicking on View Scores will show the individuals name, User Name and Password. At the top of this page you can select "Click here to edit student information". Here you can change the password or email address.

10. At the View Scores page you can see the date each lesson was completed and how well the student is doing. You also have the student's email address. This screen is where the warranty compliance information is found. (See PAS Warranty link below).



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.

11. Previous Student/Next Student. This feature allows you to scroll through each student record.



12. When the student has successfully finished the course, you are ready to have them take the examination:

- a. If you are signed up as an examination proctor, you can proctor the online examination. To learn more about being a proctor, download the proctor forms at: <http://www.tapseries.com/4u/marriott/nr.html>

13. To learn about the TAP PAS Warranty program go to:
http://www.tapseries.com/Pass_Assurance_Flierv2.pdf



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