



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, click on "Training Administrator Login", then click on purchase. Select which course you would like to buy, then select the state where you work. Click "Buy It", then "Buy Now." Select the quantity of courses you would like to purchase then click "update." Make sure the price is correct and then "Proceed to Checkout." On the next page, 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 Trainer Administrator Login, select "Add Students/Track Student Progress", and input your Administrator codes.
6. To enroll a student, go to Add Students, select the course, and input the student's information including their email address. (You might choose to input the employee's manager's email address). 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 date range and 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



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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's record. Here you can also see the students name and User Name. "Completed" tells you if they are in-progress or the date in which they finished. "Progress" tells you how far they are in the training, or if they are done, their score. "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 the User Name column 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 individual's name, Username, Password and Email Address. At the top of this page, you can select "Change student's information" and "Resend student's login information." 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. This screen is where the training warranty compliance information is found. (See "TAP PAS Standards" 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 proctored online examination.

13. To learn about the TAP PAS Warranty program, go to [TAP PAS Standards](#)



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