

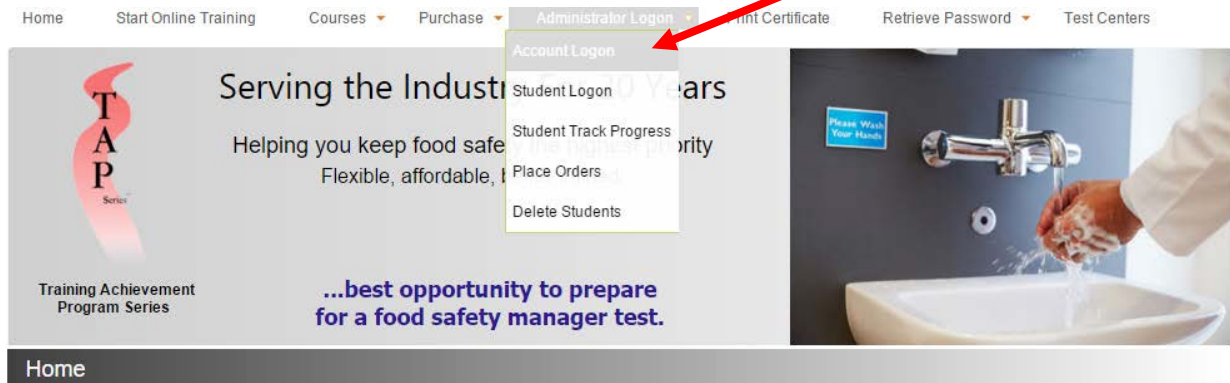
TAP Series

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.



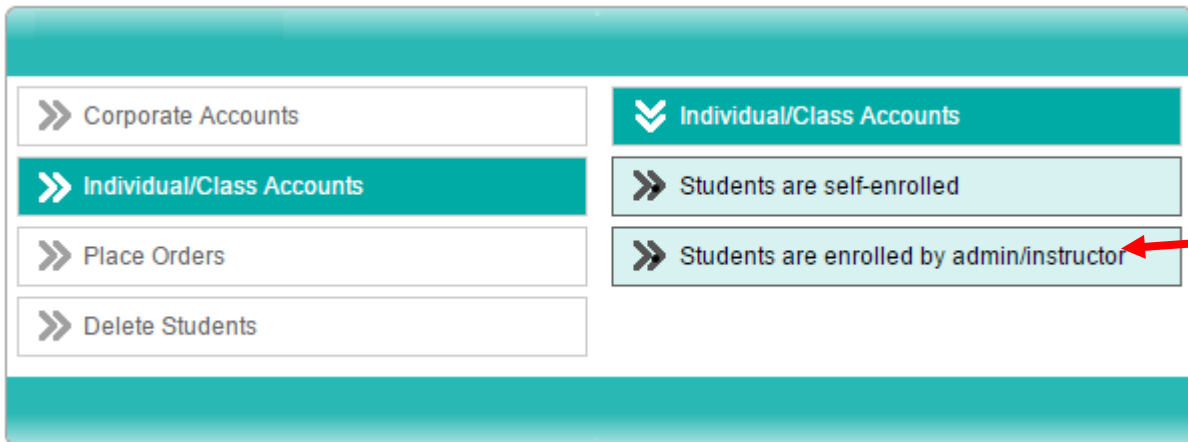
3. Go to "Administrator Logon" and click where it says "Account Logon" on the top center of the page, as it shows below.



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”.

The screenshot shows a login interface with a teal header and footer. On the left, there are four menu items: 'Corporate Accounts', 'Individual/Class Accounts' (highlighted in teal), 'Place Orders', and 'Delete Students'. On the right, there are two sections: 'Individual/Class Accounts' (highlighted in teal) and 'Students are self-enrolled'. Below these, there is a section for 'Students are enrolled by admin/instructor' which contains a login form. The form has two input fields: 'User Name' and 'Password'. Below the password field is a 'Login' button. Three red arrows point to the 'User Name' field, the 'Password' field, and the 'Login' button.

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

The screenshot shows the 'Administrator Menu' page. At the top, there is a navigation bar with links: Home, Start Online Training, Courses, Purchase, Administrator Logon, Print Certificate, Retrieve Password, and Test Centers. Below the navigation bar is a banner for 'TAP Series' (Training Achievement Program Series) with the text 'Serving the Industry For 20 Years' and 'Helping you keep food safety the highest priority Flexible, affordable, better trained.' To the right of the banner is a photo of a person washing their hands in a sink. Below the banner is a teal bar with the text 'Administrator Menu'. Below this bar, there is a section titled 'Please select from the following options:' with three links: 'Add New Student', 'Track Progress', and 'Course Literature'. A red arrow points to the 'Add New Student' link.

Please select from the following options:


[Add New Student](#)

[Track Progress](#)

[Course Literature](#)

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


Home Start Online Training Courses Purchase Administrator Logon Print Certificate Retrieve Password Test Centers



Serving the Industry For 20 Years

Helping you keep food safety the highest priority
Flexible, affordable, better trained.

Training Achievement
Program Series



Add New Student

Terms of Enrollment
Credit(s) to your account if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. Students are single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a \$20 fee for all courses except Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions. We reserve the right to charge a \$5 fee for Food Handler name changes. To submit a name change form, [click here](#).
[Click here for privacy policy](#)
[Seguridad y Confidencial de Informacion](#)

Please select from the following options:


[Single student enrollment](#)

[Multiple student enrollment](#)

[Return to previous page](#)

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.


Home Start Online Training Courses Purchase Administrator Logon Print Certificate Retrieve Password Test Centers



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Please select from the following options:


[Single student enrollment](#)

[Multiple student enrollment](#)

[Return to previous page](#)

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”


Home Start Online Training Courses ▾ Purchase ▾ Administrator Logon ▾ Print Certificate Retrieve Password ▾ Test Centers



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Add New Student

Please select a Training Program for the training you purchased.

Food Safety Re-Certification Training (Illinois only) ▴

Franklin County, KY Food Handler

HACCP Managers Certificate Course

Idaho Food Handler Training

Illinois Food Handler Training

Jackson County MO Food Handler Training

New Mexico Food Handler Training

Norfolk VA Food Handler Training

Ohio Level One Certification

Oregon Food Handler

Retail Food Safety Manager Certification Training ▾

You have 8 licenses left for Illinois Food Handler Training

Number of students you want to add: Maximum 20 at a time

Select

Menu

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	English ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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.