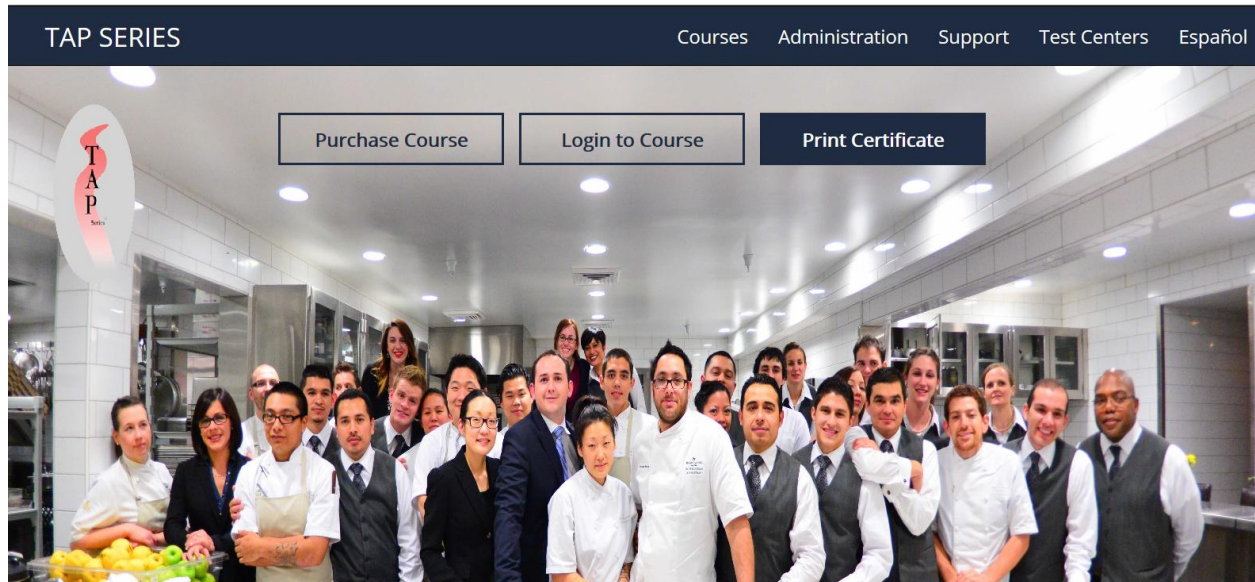


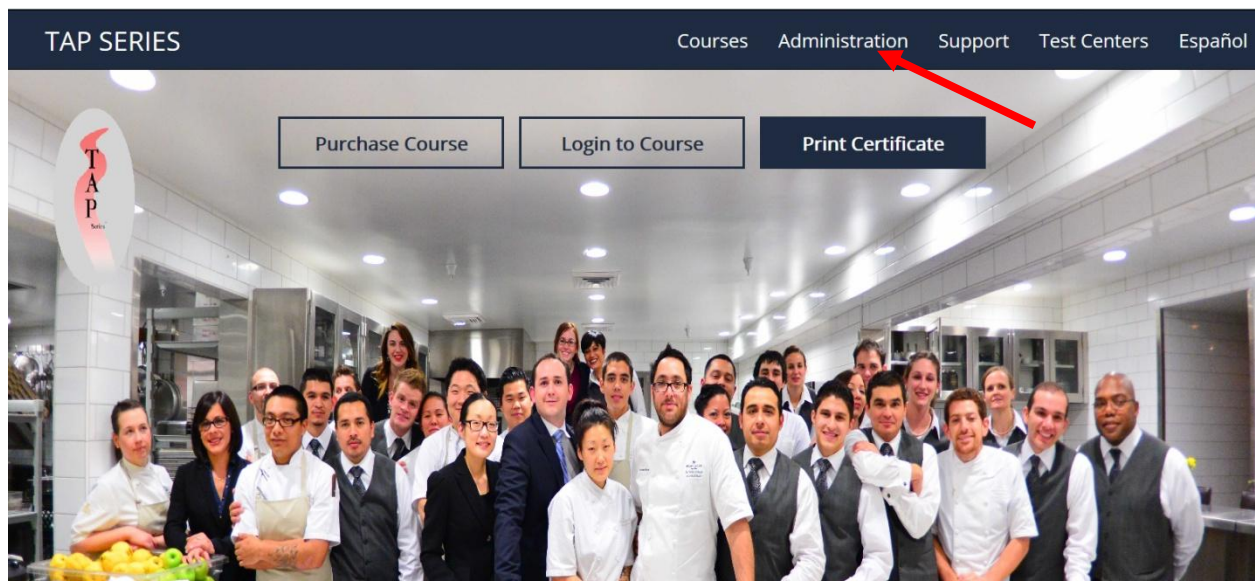
TAP Series

How to Delete a Student 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 "Administration"



4. After clicking on "Administration" go to "School Accounts" as shown below and click "Students are enrolled by admin/instructor."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

NOTICE: Corporate Accounts have been renamed to Multi-Accounts. Students are self-enrolled. Students are enrolled by admin/instructor.

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, [click here](#).

Individual Account Login

User Name

Password

[Submit](#) [Forgot Password](#)

Information FAQ's Policy

Food Handler Certificate Verification Tutorials Privacy policy

Quotes from Customers Regulatory Requirements Food Handler Privacy Policy (English)

5. After clicking on "Students are enrolled by admin/instructor" enter your username and password as shown below then click "Submit."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

NOTICE: Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, [click here](#).

School Account Login - Enrolled by Administrator

User Name

Password

[Submit](#) [Forgot Password](#)

Information FAQ's Policy

Food Handler Certificate Verification Tutorials Privacy policy

Quotes from Customers Regulatory Requirements Food Handler Privacy Policy (English)

6. After clicking "Submit" you will see the page as shown below. Then click on "Delete Students".

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Administration Main Menu - Please select from options below.

Welcome, tap

Add Students

Track Progress

Course Literature

Global Score Report

School Color Coded Progress Report

Business Color Coded Progress Report

Place Orders

Delete Students

Log Out

7. After clicking on "Delete Students", you will be directed to the page below. Enter the students Username, and click on the appropriate course (i.e. "Food Safety Manager Certification Training"). Then click "Submit".

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Delete Students

Username:

jsmith

Select Course:

Florida Food Worker Training Program

Food Handler Training (all other states)

Food Safety Manager Certification Training

Food Safety Re-Certification Training

Food Safety Refresher Training

Franklin County, KY Food Handler

HACCP Managers Certificate Course

Idaho Food Handler Training

Illinois Food Handler Training

Jackson County MO Food Handler Training

Mid-Ohio Valley Health Department West Virginia Food Worker's Permit

Submit

8. After clicking "Submit" the following window will pop up. Then click "Yes" to confirm deleting that student from the course. After clicking "Yes" you will have successfully deleted a student from your course.

