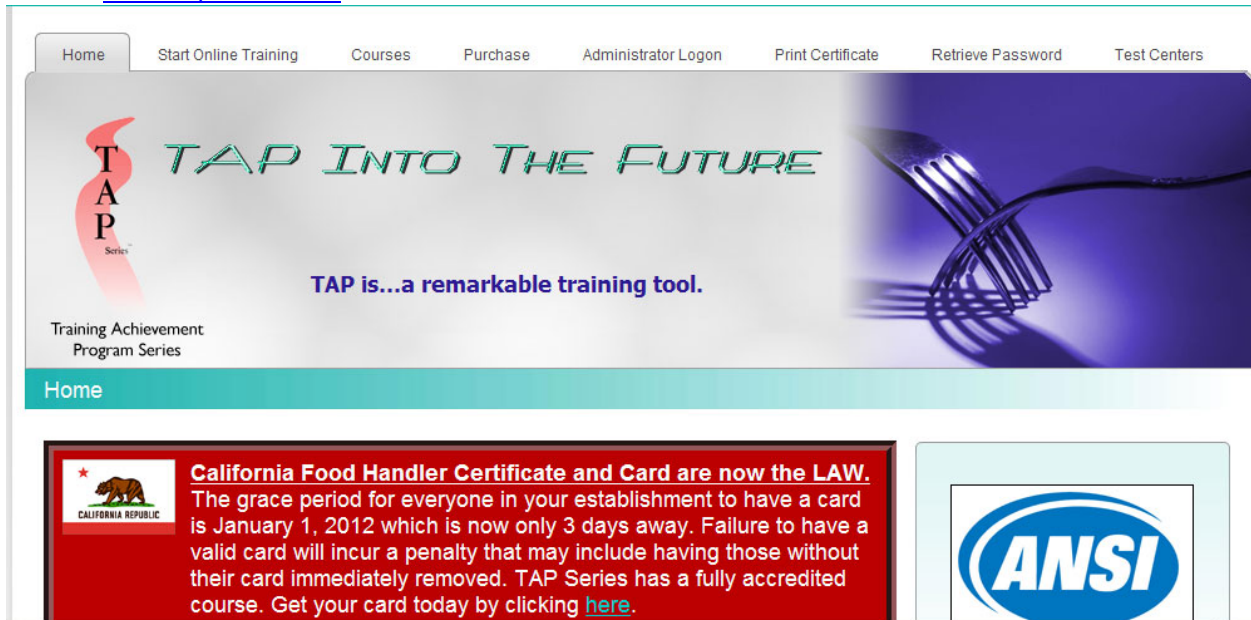
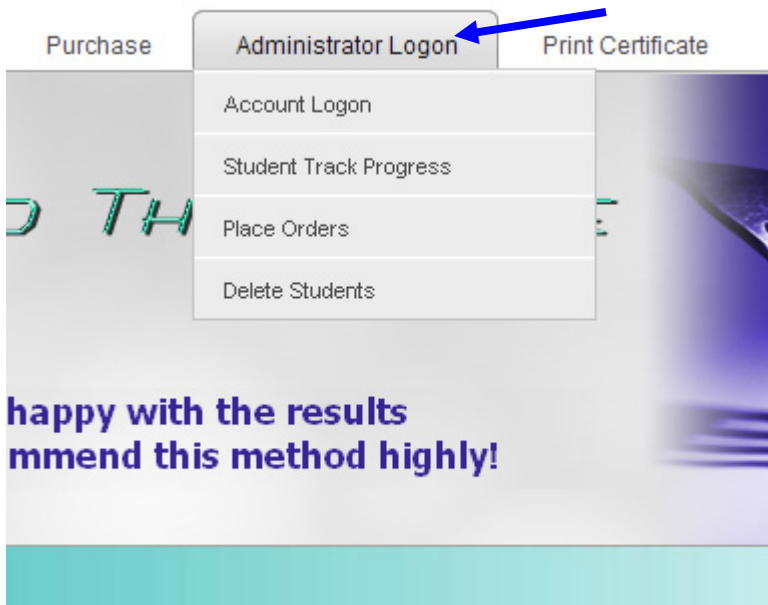


Add Unit Administrator

1. Open an internet browser.
2. Go to www.tapseries.com.

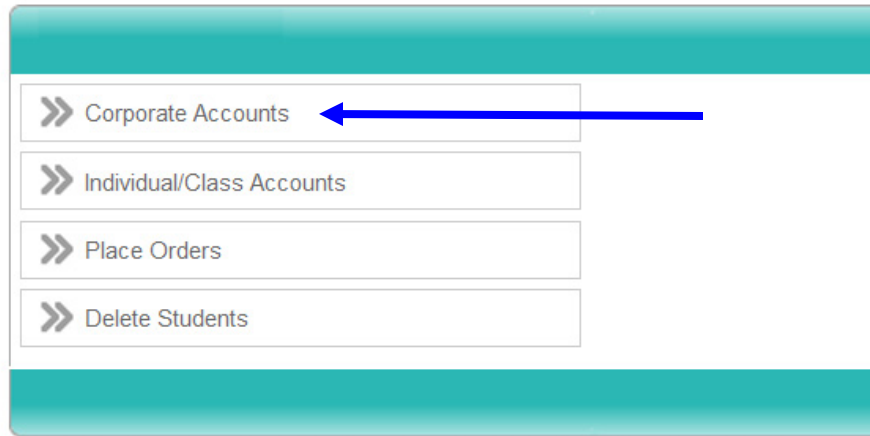


3. Click "Administrator Logon" on the top center of the page. As shown below

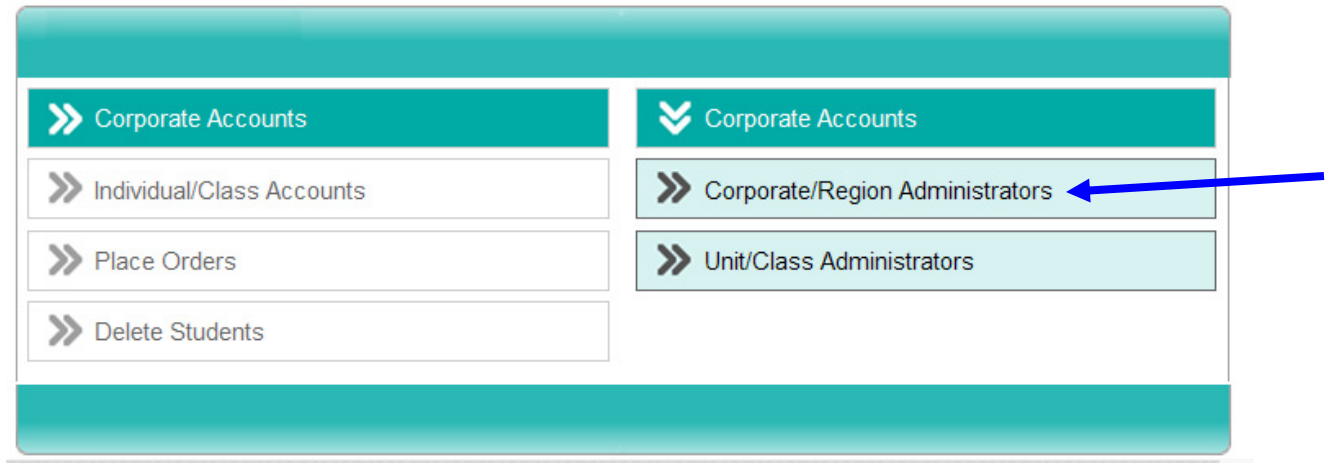


4. After clicking on “Administrator Logon” Click “Corporate Accounts.” As shown below.

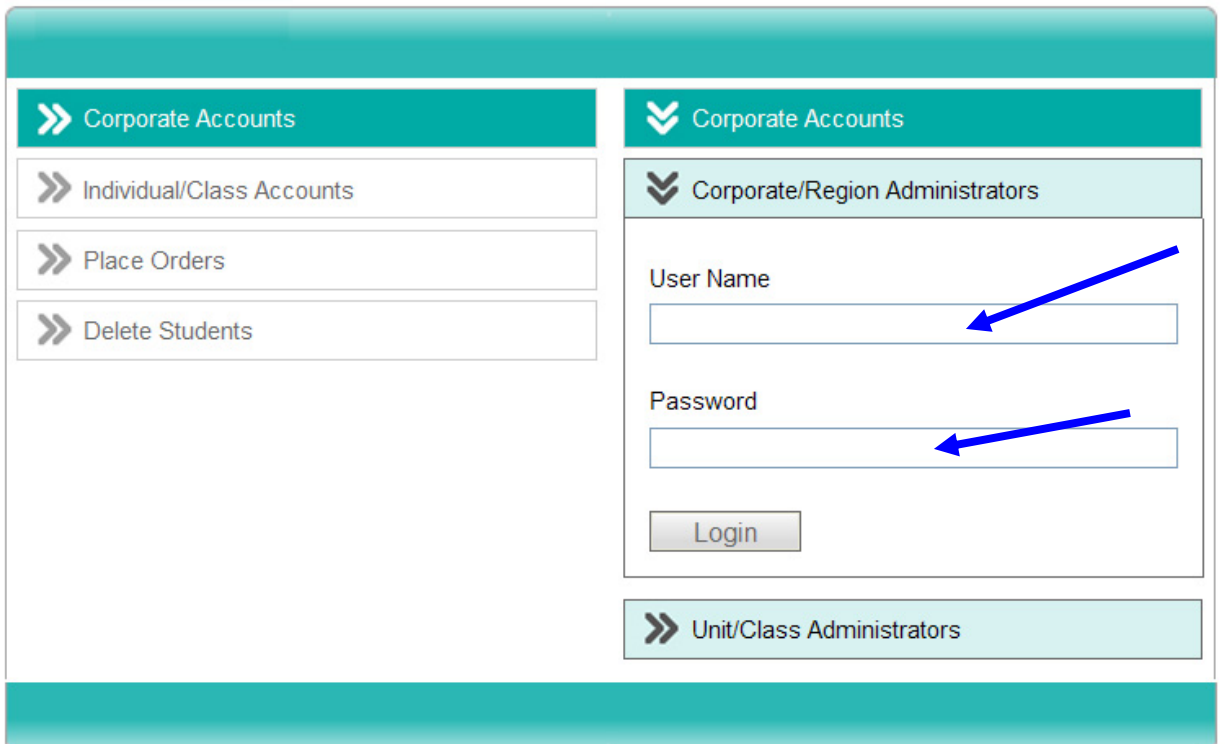
You need to login to access this area of the site



5. After clicking on “Corporate Accounts”, click “Corporate/Region Administrators.” As shown below.




6. After clicking on “Corporate/Region Administrators”, enter your username and password and click “Login.” As shown below.



The screenshot shows a web application interface with a teal header and footer. On the left, a sidebar menu contains four items: "Corporate Accounts", "Individual/Class Accounts", "Place Orders", and "Delete Students", each preceded by a double right-pointing arrow. On the right, the main content area has a teal header with a double left-pointing arrow and the text "Corporate Accounts". Below this, a light blue box contains the heading "Corporate/Region Administrators" preceded by a double left-pointing arrow. Inside this box are two input fields: "User Name" and "Password", each with a blue arrow pointing to it. Below the input fields is a "Login" button. At the bottom of the main content area, there is a light blue box with a double right-pointing arrow and the text "Unit/Class Administrators".

7. After entering your username and password and clicking on “Login”, click on “Single Region Administration.” As shown below.



The screenshot shows a web application interface with a grey header and footer. The header contains the text "This is the main menu. Please select from options below." Below the header, a list of links is displayed: "Edit Corporate Administrator", "Single Region Administration", "Multiple Region Administration", "Global Score Report", "Global Progress Report", "Transfer Students", and "Log Out". A blue arrow points to the "Single Region Administration" link. The footer contains a small blue square icon followed by the text "Regulatory requirements".

8. Go ahead and click on “Add Units/Classes”

Region Administration Menu

This is the single region menu.
Please select from options below:

[Add Units/Classes](#)


[View/Edit Units/Classes](#)

[Log Out](#)

9. After clicking on “Add Units/Classes” you will be directed to the page below. Add the appropriate fields, and go ahead and click on “ADD” after it’s all done.

Add Unit/Class Administrator

Login Information:

Unit/Class ID:
Password:
Note: The password is case-sensitive.
Verify Password:
Select Region ID: 
☐ Has permission to add students

Contact Information:

First Name:
Last Name:
E-mail Address:

[Add](#)