



How to Add a Unit Administrator

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. On the page below click on "Administration".
4. Enter your User Name and Password and click "Submit".

Administration Login

All administration accounts will login here.
There is no need to select your account type.

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

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

Username:

Password: (Click the eye to show password)

[Login to the Terms of Use](#)

[Forgot Password](#)

5. Click on "Single Region Administration".

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Multi-Unit Menu - Please select from options below.

Welcome, TAP

Edit Corporate Administrator
Single Region Administration
Multiple Region Administration
Place Orders

Reports

Global Score Report
Global Progress Report
School Color Coded Progress Report
Business Color Coded Progress Report

Correct Answers are *disabled*.

6. On the page below click "Add New Unit".

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Unit List

How to use this section:

1. Select a unit by clicking the circle (Ⓞ) next to the Unit ID.
2. Choose the action you want to take on that unit by clicking the arrow (→) next to Action, then clicking on the action to perform.
3. Once you have chosen an action, click the "Submit" button to continue.

- To add a new Unit Administrator, click the "Add New Unit" button.

Action:

Unit ID	Last Name	First Name
There are no units associated with the account.		

Information FAQ's Policy

7. On the page below fill in the fields with the appropriate information, then click "Add" after it's all done.

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Region Administration Menu Add Unit

Unit / Class id:

Password:

Verify Password:

Has permission to add students

Unit Name/Number:

First Name:

Last Name:

Email Address: