



How to Add Student(s) 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.
3. Go to "Administration."
4. Enter your username 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)

I agree to the [Terms of Use](#)

[Forgot Password](#)

5. After clicking on "Submit" you will see the page as shown below. Click on "Add Students".

TAP SERIES Courses Administration Support Test Centers Español

Administration Main Menu - Please select from options below.

Welcome, mmskip

Add Students
Track Progress
Course Literature
Strategies For Increasing Sales Data Center
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Course Pass Report
Place Orders
Delete Students

6. After clicking on “Add Students” you will be directed to the page below.

TAP SERIES Courses Administration Support Test Centers Español

Add New Student(s)

Please select a Training Program for the training you purchased:

- Earn More With Service
- Foodservice Food Safety Manager Certification Training
- Food Handler Training (all other states)
- Strategies for Increasing Sales
- HACCP Managers Certificate Course
- California Food Handler Training
- New Mexico Food Handler Training
- Texas Food Handler Training
- Norfolk VA Food Handler Training
- Florida Food Worker Training Program
- Illinois Food Handler Training

NOTICE:
Once you've selected a course, your remaining licenses will show here.

Number of Students to add:

[Continue](#)

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default 1)
- If adding more than one student, you can choose to upload and Excel file.
- Press continue to begin adding the new students.

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](#)

7. On the page you will click on the food handler training you have purchased and enter in the number of students you wish to add. Then click "Continue." If you want to add students with an Excel file, you can use the templates provided on the screen.

TAP SERIES Courses Administration Support Test Centers Español

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Please select a Training Program for the training you purchased:

- Earn More With Service
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- Food Handler Training (all other states)
- Strategies for Increasing Sales
- HACCP Managers Certificate Course
- California Food Handler Training**
- New Mexico Food Handler Training
- Texas Food Handler Training
- Norfolk VA Food Handler Training
- Florida Food Worker Training Program
- Illinois Food Handler Training

NOTICE:
You can add as many students as you have voucher numbers remaining for California Food Handler Training

Number of Students to add:

[Continue](#)

Instructions:

- Select which course you will add new students.
- Choose the number of students you want to add. (Default 1)
- If adding more than one student, you can choose to upload and Excel file.
- Press continue to begin adding the new students.

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](#).

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8. After clicking “Continue” you will be directed to the page below. Here you will enter the student's First Name, Last Name, Email, Date of Birth, Username, Password and set the Language. For Email enter the most common used email so that you may communicate with TAP. 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 information you will click “Submit” as shown below.

TAP SERIES Courses Administration Support Test Centers Español

Add New Student

Please enter the student's information.

* First Name:	<input type="text"/>	* Training Password:	<input type="text"/>
* Last Name:	<input type="text"/>	* Verify Password:	<input type="text"/>
* Student Email:	<input type="text"/>	* Training Program:	California Food Handler Training
Manager Email:	<input type="text"/>	* Training Language:	English <input type="checkbox"/>
* User Name:	<input type="text"/>	* Student Birthdate: (MM/DD/YYYY)	<input type="text"/>

* - Required Field

9. An email will be sent to each student added with their username and password and instructions on how to start the training.