



How to Add Student(s) by Admin/Professor

1. Open 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. Enter your username and password, then click "Submit".

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

Administration Main Menu

Log Out

Welcome, series tap
Please select from options below.

Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Order History
Delete Students
View Custom Content

6. After clicking on “Add Students” you will be directed to the page below. From the dropdown menu, select the training program you purchased and enter the number of students you wish to add. Then click "Add Student(s)." If more than one student needs to be added, the information can be inputted using an Excel file.

Add New Student(s)

Instructions:

1. Select which course you will add new students.
2. Choose the number of students you want to add. (Default is 1)
3. If adding more than one student, you can choose to upload an Excel file on the next page. [Click here for instructions](#)
4. Usernames cannot be the same as the email address or contain spaces.
5. Click *Add Student(s)* below to begin adding the new students.

Please select the training program that you purchased:

Allergen Awareness

If the course you are looking for is not listed, [click here](#) to purchase more courses.

NOTICE: You have 5 license(s) remaining.

Number of students to add:

Add Student(s)

Terms of Enrollment

Credit(s) to your account if returned within 30 days of enrollment, and if no [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 180 days from date of enrollment and will stop functioning 180 days after the enrollment. Within the 180 day 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. You will be directed to the page below. Enter the student's First Name, Last Name, Email, Date of Birth, a unique Username and Password, and set the Language. For Email, enter the most common used email so that you may communicate with TAP Series. After entering all the information, click “Add Student(s)”.

Add Students-Allergen Awareness

The name entered below will be the name that appears on the certificate.

Student 1

First Name

MI

Last Name

Student Username

Maximum 22 letters, numbers, or _.

Password



Minimum 8 letters, numbers, or !@#\$%^&*()_+.

Course Language

Student Email Address

Manager Email Address (optional)

Store Number

Date Of Birth

Remove Student

Add Student(s)

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