



## How to Add 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](http://www.tapseries.com). The page looks as follows.
3. Go to "Administration"
4. Enter your username and password and click "Submit".

A screenshot of the 'Administration Login' page. The page has a light gray background. At the top, it says 'Administration Login' and 'All administration accounts will login here. There is no need to select your account type.' Below this, there are two columns. The left column contains a blue box with the text 'You need to login to access this area of the site. Usernames and passwords are case sensitive.' Below this, it says 'This page is for administration only. To login to your online course, click here.' The right column contains a 'Username:' field with a text input box labeled 'Enter Username'. Below that is a 'Password:' field with a text input box labeled 'Enter Password' and an eye icon to toggle visibility. Below the password field, there is a link 'I agree to the Terms of Use' and a 'Submit' button. A 'Forgot Password' link is also present.

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

A screenshot of the 'Administration Main Menu' page. At the top, there is a dark blue navigation bar with the text 'TAP SERIES' on the left and 'Courses Administration Support Test Centers Español' on the right. Below the navigation bar, the page title is 'Administration Main Menu - Please select from options below.' The main content area shows a 'Welcome, tap' message followed by a list of menu items: 'Add Students', 'Track Progress', 'Course Literature', 'Global Score Report', 'School Color Coded Progress Report', 'Business Color Coded Progress Report', 'Place Orders', and 'Delete Students'. The 'Add Students' item is circled in red. At the bottom of the menu, there is a 'Log Out' button.

7. After clicking on "Add Students" you will be directed to the page below. On the page you will click on "Foodservice Food Safety Manager Certification Training" and enter in the number of students you wish to add. Then click "Continue."

**TAP SERIES** Courses Administration Support Test Centers Español

**Main Menu**

Please select the training program that you purchased:

- 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
- New Mexico Food Handler Training

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

**NOTICE:**  
You have 100 licenses remaining for Food Safety Manager Certification Training

Number of students to add:

[Continue](#) [Return To Menu](#)

**Instructions:**

- Select which course you will add new students.
- Choose the number of students you want to add. (Default is 1)
- If adding more than one student, you can choose to upload an Excel file. [Click here for instructions](#)
- Press continue below 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](#)

8. After clicking "Continue" you will be directed to the page below. Here you will enter the students First Name, Last Name, Email, Username, Password, Language, and Date of Birth. For Email enter the most commonly 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.

## Add New Student

[Go Back](#)

Please enter the student's information.

\* First Name:

\* Last Name:

\* Student Email:

Manager Email:

\* User Name:

\* Training Password:

\* Verify Password:

\* Training Program:

\* Training Language:

\* - 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.

