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Sign in as a Manager

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

If you purchased the course from **www.tapseries.io/**, your manager username and password is at the
bottom of the Order Summary Form that you printed from the TAP Series' website. Use this username and password to sign in to our website.

If you did not purchase the course from **www.tapseries.io/** but purchased the course from another person or company, you have a student username and password. Click the **"Sign In"** button in the top right hand side on the home page and enter your username.

Place an Order

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/**.

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. Once on your Dashboard, click the **"Place Orders"** button.

6. Select the desired course.

7. On the following page, select the state in which you work.

8. Add the specific course to your cart.

9. If necessary, adjust the number of courses you want to purchase, then click the box agreeing to Terms of Use and the **"Checkout"**; button.

10. On the next page, confirm your account information.

11. If buying one course, you will be asked to enter the information for the student taking the course. The student will be added to the course once the purchase has been completed. If more than one course is purchased, you can add students after the purchase has been completed.

Add Student

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/.**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. After clicking **"Submit,"** you will be directed to a page with an **"Add Students"** button. **Click on it.**

6. After clicking on **"Add Students,"** you will be redirected to a page with course options.

7. Select the course you purchased.

8. Enter 1 for number of students and click **"Add Student(s)."**

9. After clicking **"Add Student(s),"** you will enter your 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 **"Add Students(s)."**

10. An email will then be sent to you with your username, password, and instructions on how to start the training.

Delete Student

Notice 1: Only training programs that contain students added to your account within the past 30 days will be displayed.

Notice 2: In order to delete a student, the student must fit the following criteria:

- Must have been added within the last 30 days.
- Must not have started their second lesson in courses with more than one lesson.
- Must not have started their first lesson in courses with only 1 lesson.

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/.**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. Click on **"Delete Students."**

6. The page will update to show current students. Check the boxes next to the students you would like to delete, then click **"Delete Student(s)."**

7. Click **"Yes"** in the popup window to confirm.

- Once you have completed the Food Safety Manager course, you'll take the proctored exam online, which requires a person to oversee it. To facilitate this, you can obtain an exam voucher for $28.00 here. This voucher covers the exam fee. For proctoring, someone from your company or operation can serve as a proctor at no additional cost and supervise your exam. Have someone at your company become a proctor here. There is no cost to become a proctor.
- Have your proctor create an exam session.
- Confirm you are ready to take the Proctored Exam meeting the standards for TAP's practice exam.
- Take the Food Protection Manager Certification Exam at your scheduled proctored session. The exam is closed book. You will be responsible for adhering to the Examinee Code of Ethics and all rules explained by the proctor. Our course offers hours of video, audio, and interactive learning games, with content available in English, Spanish, and Simplified Chinese.
- Don't forget your photo ID! *
- Once you have passed your proctored exam download your Certification from your account.

Food Saftey Manager Exam Live Voucher

This gives you a test code that allows a single test taker the ability to take the Food Safety Manager Exam. It does not make you a proctor. To become a proctor, please click here. It costs nothing to become a proctor.

Once this is purchased, you will receive a test code that will be attached to the receipt of your order. With that code, a single test taker can now take the Food Safety Manager Exam through Always Food Safe.

In order for the student to take the test and become Food Safety Manager Certified, they must have someone proctor the test for them. This person can be anyone as long as they pass the screening and the test that Always Food Safe requires every proctor to take.

*** Live Proctor EXAM ONLY. This is not a voucher for remote proctoring ***

How to Purchase and Use an Exam Voucher for the Food Safety Manager Exam

Step 1: Determine the Need for the Exam Voucher
- Confirm that the individual (test taker) needs to take the Food Safety Manager Exam and become a Certified Food Safety Manager.
- Important: An in-person proctor is required when taking the exam. You cannot proctor your own exam. Someone within your company or school will need to become an approved proctor. There is no cost or required food knowledge to become a proctor.

Step 2: Purchase the Food Safety Manager Exam
- Add the exam to your cart, enter your payment information, and follow the on-screen instructions to complete the purchase.

Step 3: Receive the Exam Voucher

If you purchased the voucher without the exam, you will get a license key to activate the proctored exam, which can be found on your invoice. The license key can be activated here: https://tapseries.io/account/license/

Step 4: Identify the Proctor Requirements
- The exam must be proctored by a live person who is present in the same room as the test taker. The proctor can be anyone who meets the required screening criteria and successfully passes the proctoring quiz.

Step 5: Become a Proctor
- The individual, who wants to become a proctor, starts the process by clicking here. Becoming a proctor is free. Follow the instructions provided to complete the screening and pass the required proctoring quiz.

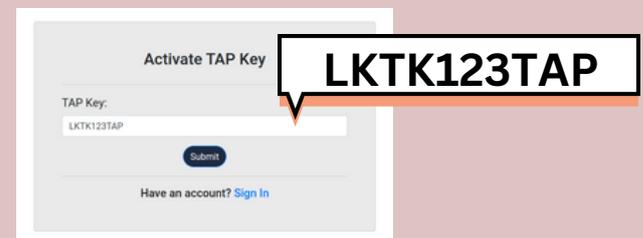**Step 6: Activate the Test Taker Voucher**
- Once the test taker has completed the TAP Series Food Safety Manager Certification Training (course purchased separately) and is ready to take the proctored exam, the exam voucher must be activated.
- To activate the voucher, locate the test code at the bottom of the receipt received after purchasing the exam. Click on the word "Activate" found at the bottom of the receipt, then register to take the proctored exam.

If you purchased a Food Safety Training + Proctored exam bundle, you will be able to navigate to your proctored exam through your Food Safety Manager training main menu:
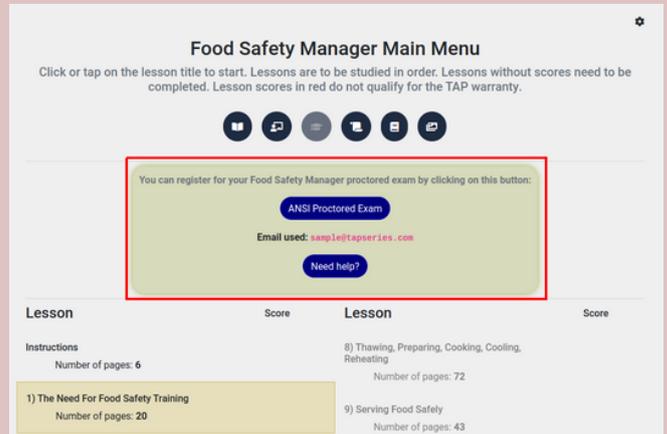
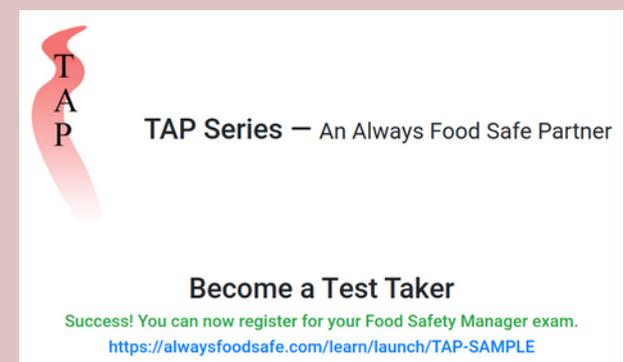*If you purchased the voucher without the Food Safety Manager Training, you can activate your key by going here: https://tapseries.io/account/license/*

LKTK123TAP

Enroll Yourself

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/.**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. After clicking **"Submit"** you will be directed to a page with an **"Add Students"** button. **Click on it.**

6. After clicking on **"Add Students"** you will be redirected to a page with course options.

7. Select the course you purchased.

8. Enter 1 for number of students and click **"Add Student(s)."**

9. After clicking **"Add Student(s),"** you will enter your 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 **"Add Students(s)."**

10. An email will then be sent to you with your username, password, and instructions on how to start the training.

Export a Student List

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://tapseries.io/.**

3. Click on **"Sign In"** on the top right-hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. After clicking **"Submit,"** you will see the page as shown below. Click on "Track Progress."

6. Adjust the **"Search From"** and **"Search To"** dates as needed. Select a course and click **"Submit"** to view details. Note that multiple courses can be selected by holding down the Shift key.

7. After clicking **"Submit,"** the page will reload.

8. Click the **"Export To Excel"** to download a copy of the student list.

Track Student Progress

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://tapseries.io/.**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. Next, click on **"Track Progress."**

6. Adjust the **"Search From"** and **"Search To"** dates as needed. Select a course and click **"Submit"**; to view details. Note that multiple courses can be selected by holding down the Shift key.

7. After clicking **"Submit,"** the page will reload.

8. Click the **"Export to Excel"** to download a copy of the student list.

How to Change a Student's Email

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://tapseries.io/.**

3. Click on **"Sign In"** on the top right hand side.

4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**

5. Click on **"My People."**

6. Within the student list, find the student whose email needs to be changed. Then click on the blue dropdown menu under the **"Actions"** column.

7. In the drop down menu, click **"Edit Student."**

8. In the pop-up box, click the pencil button next to **"Email Address."**

9. Enter the new student email and click **"Save Changes."**

Print a Certificate

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2. Go to the page **https://www.tapseries.io/.**

3. Click the **"Print Certificate"** button in the top navigation bar.

4. Click the name of the course that was taken.

> The Food Handler course takes around 1 or 2 hours to complete. Select the Food Handler option if this was the course taken.
> The Food Manager course takes around 12 hours to complete. Select the Food Manager option if this was the course taken.
> The Food Safety Re-certification course takes around 8 hours to complete. Select the Food Safety Recertification option if this was the course taken.

5. Enter in your last name and the email address that your account is under, then select **Print Certificate.**

Verify a Certificate

- Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

- Please note that you will not be able to verify a certificate unless a course has been fully completed and the student has received a Certificate of Achievement.

- Scroll down to the very bottom of the page. Under the **"Information"** heading on the left, click **"Certificate Verification."**

- Select the course, and enter the student's last name and certificate number into the fields on the next page.

- The certificate number can be found at the bottom of the Certificate of Achievement received after completing a course.

- If you don't know the certificate number, follow the **"How To"** guide on printing a certificate.

- You will be taken to a page indicating whether the certificate is valid and its expiration date.

Add a Unit Manager
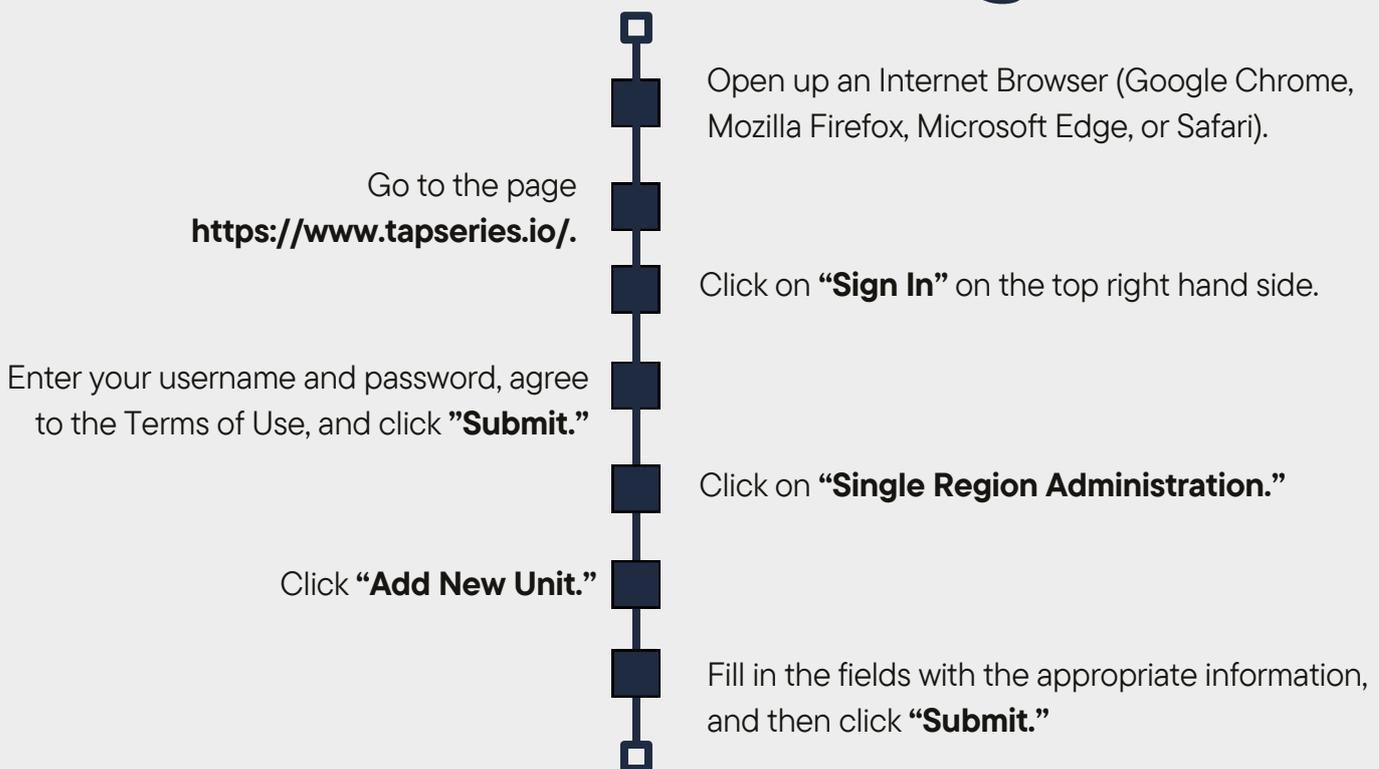
Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

Go to the page **https://www.tapseries.io/.**

Click on **"Sign In"** on the top right hand side.

Enter your username and password, agree to the Terms of Use, and click **"Submit."**

Click on **"Single Region Administration."**

Click **"Add New Unit."**

Fill in the fields with the appropriate information, and then click **"Submit."**

Global Score Report

1. Go to the page https://www.tapseries.io/.
2. Click on "Sign In" on the top right hand side.
3. Enter your username and password, agree to the Terms of Use, and click **"Submit"**
4. Click on **"Global Score Report."**
5. Select a date range, the course which you wish to view, a sub account, and click the **"Submit"** button.
6. You will be taken to a page where you can see individual lesson scores for the students who were added between the date range in the course.
7. Click **"Export to Spreadsheet"** if you wish to download the Global Score Report.

Global Progress Report

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
2. Go to the page https://www.tapseries.io/.
3. Click on **"Sign In"** on the top right hand side.
4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**
5. Click on **"Global Progress Report."**
6. Select a date range, the course which you wish to view, a sub account, and click the **"Submit"** button. You will be taken to a page where you can get a quick overview of the progress of your students who were added between the date ranges in the course.
7. Click **"Export to Spreadsheet"** if you wish to download the Global Progress Report.

School Compliance Report

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
2. Go to the page **https://www.tapseries.io/.**
3. Click on "Sign In" on the top right hand side.
4. Enter your username and password, agree to the Terms of Use, and click **"Submit."**
5. Once you're on the **"Main Menu"** page, select "**School Compliance Report."**
6. Update the progress report if necessary.
7. Select the course start date.
8. Select the course end date.
9. Select the minimum score requirement.
10. Click the **"Save"** button.
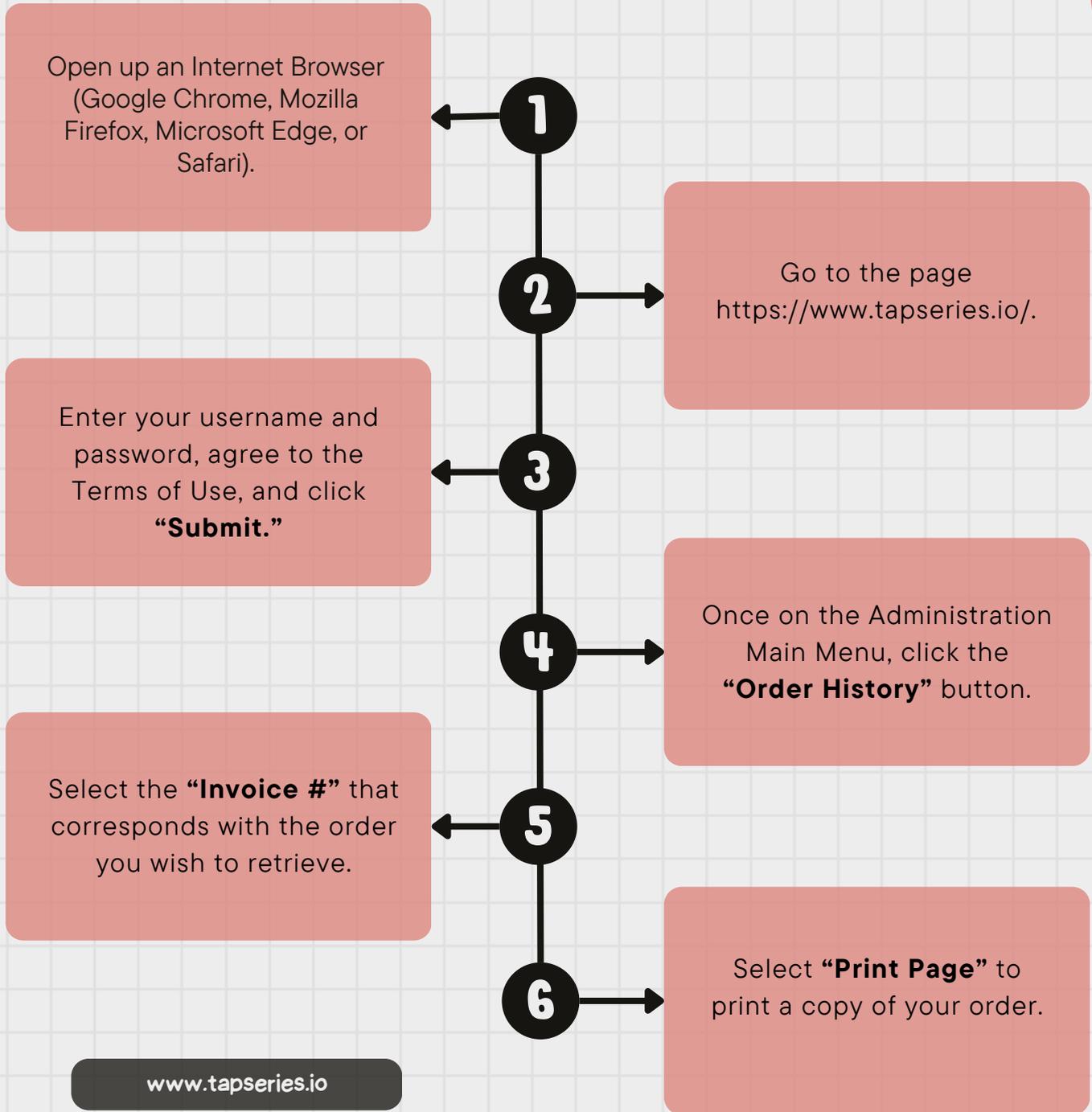11. Click **"View Report."**

Business Compliance Report

- [ ] Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
- [ ] Go to the page https://www.tapseries.io/.
- [ ] Click on "Sign In" on the top right hand side.
- [ ] Enter your username and password, agree to the Terms of Use, and click **"Submit."**
- [ ] Once you're on the **"Main Menu"** page, select **"Business Compliance Report"**
- [ ] Update the progress report if necessary.
- [ ] Select the course(s) you want to edit.
- [ ] Select the date range.
- [ ] Select the number of weeks the students should be finished within.
- [ ] Select the minimum score requirement.
- [ ] Click the **"Save"** button.
- [ ] Click **"View Report."**

Add a Region Manager

- [ ] Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
- [ ] Go to the page https://www.tapseries.io/.
- [ ] Click on **"Sign In"** on the top right hand side.
- [ ] Enter your username and password, agree to the Terms of Use, and click **"Submit."**
- [ ] Click on **"Multiple Region Administration."**
- [ ] Click **"Add New Region."**
- [ ] Fill in the fields with the appropriate information, then click **"Submit."**

Retrieve My Receipt

1 Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).

2 Go to the page https://www.tapseries.io/.

3 Enter your username and password, agree to the Terms of Use, and click **"Submit."**

4 Once on the Administration Main Menu, click the **"Order History"** button.

5 Select the **"Invoice #"** that corresponds with the order you wish to retrieve.

6 Select **"Print Page"** to print a copy of your order.

www.tapseries.io

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