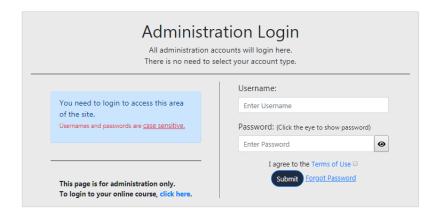
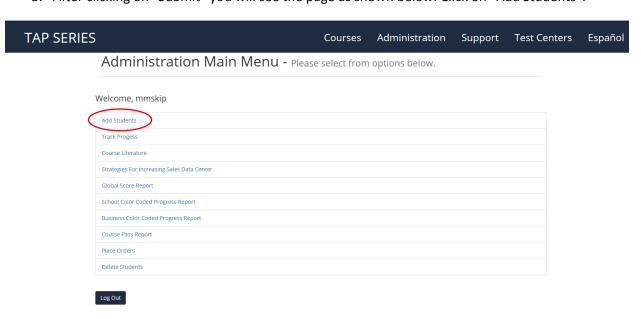


How to Add Student(s) by Admin/Professor

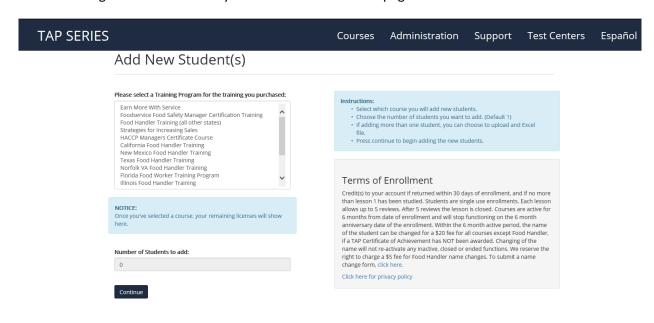
- 1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
- 2. Go to the page <u>www.tapseries.com</u>.
- 3. Go to "Administration."
- 4. Enter your username and password and click "Submit".



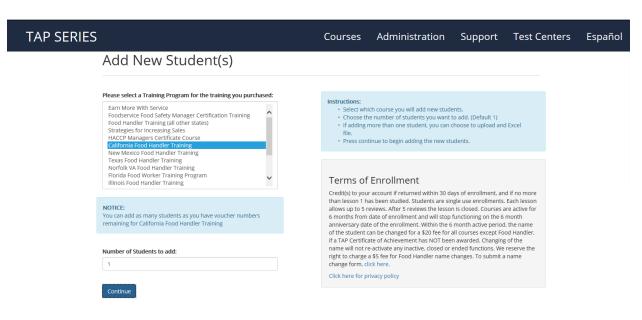
5. After clicking on "Submit" you will see the page as shown below. Click on "Add Students".



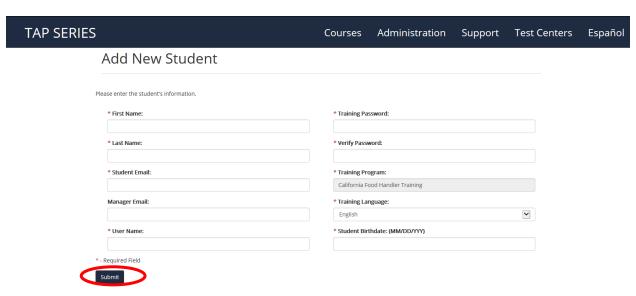
6. After clicking on "Add Students" you will be directed to the page below.



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.



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.



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