

TAP Series

How to Add Yourself as a Student

1. On this page, verify that your username is correct. Then, type in your password in the box below and click "Submit".

TAP SERIES®

Purchase Courses Login to Course Print Certificate Administration Test Centers Support

Select Language
Powered by Google Translate

Login

Individual Account Login

Username
username

Password (Click the eye to show password)

Submit Forgot Password

Need Help?

2. 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

Log Out

3. 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:
0

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

Credits 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](#)

4. On this page you will click on the name of the course you have purchased and click "Continue".

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

Number of Students to add:
1

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

Credits 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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5. After clicking “Continue” you will be directed to the page below. On this page, please fill in the form with your information. 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.

The screenshot shows the 'Add New Student' form in the TAP SERIES system. The form is titled 'Add New Student' and includes a header with 'TAP SERIES' and navigation links for 'Courses', 'Administration', 'Support', 'Test Centers', and 'Español'. The form itself is titled 'Add New Student' and includes a sub-header 'Please enter the student's information.' The form is divided into two columns of input fields. The left column contains: '* First Name:', '* Last Name:', '* Student Email:', 'Manager Email:', and '* User Name:'. The right column contains: '* Training Password:', '* Verify Password:', '* Training Program:' (with 'California Food Handler Training' selected), '* Training Language:' (with 'English' selected), and '* Student Birthdate: (MM/DD/YYYY)'. A legend below the form indicates '* - Required Field'. The 'Submit' button is circled in red.

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