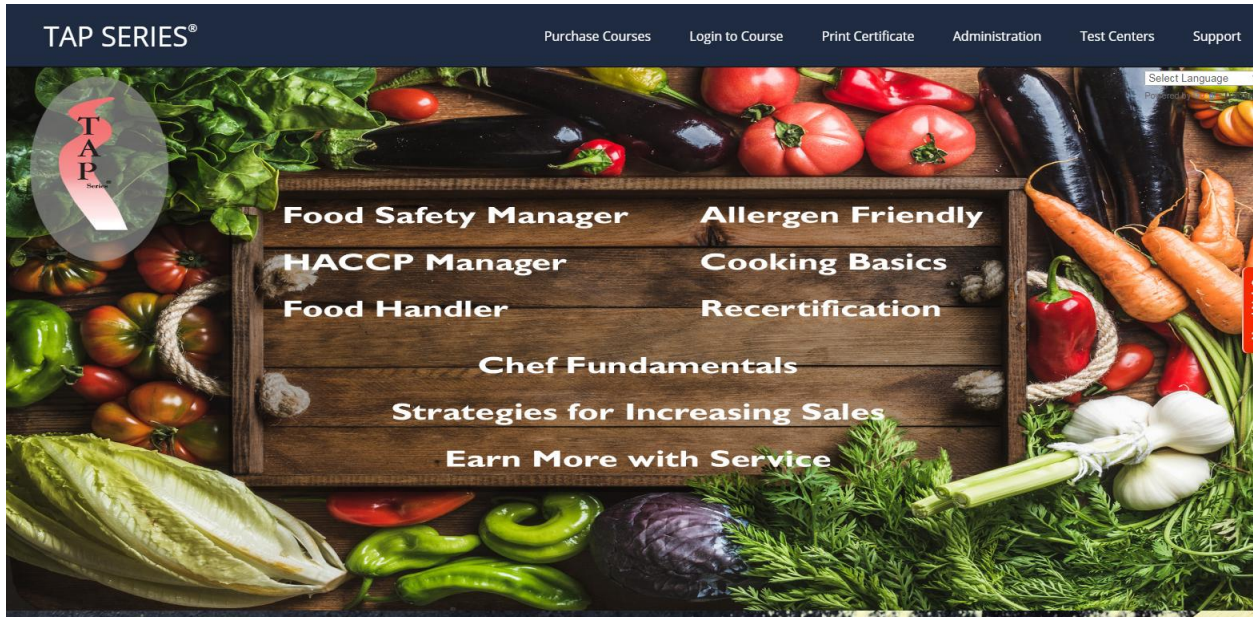


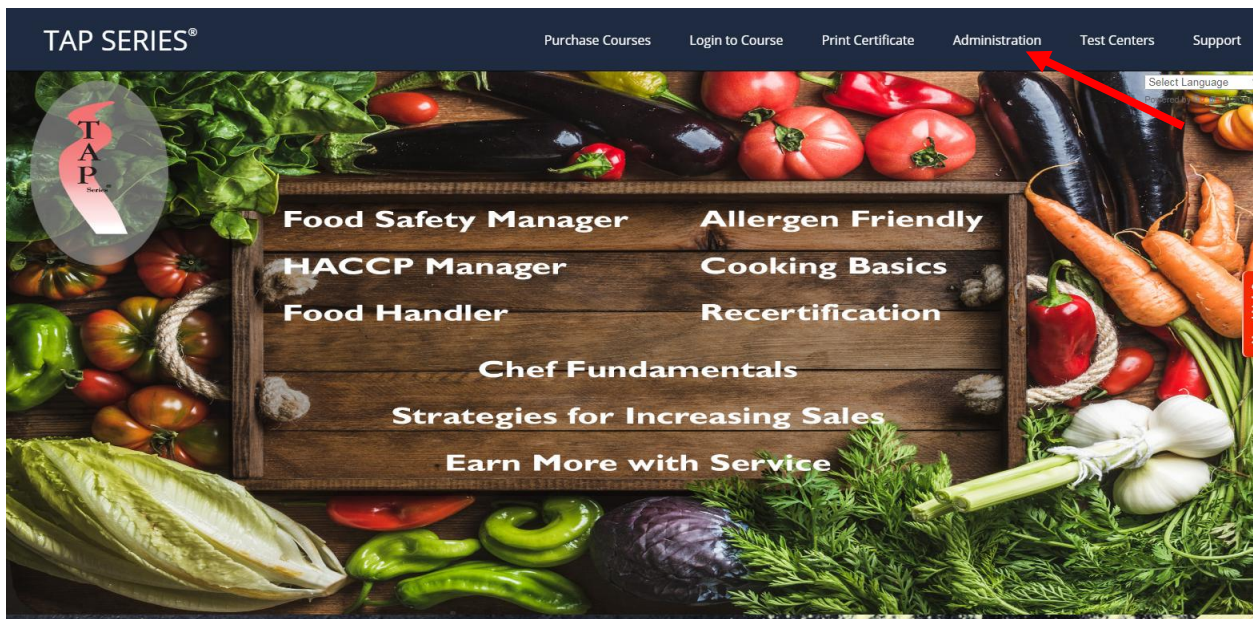
# TAP Series

## How to Change a Student's Email Address 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. After clicking on "Administration" go to "School Accounts or Business Accounts" as shown below and click "Students are enrolled by admin/instructor."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

NOTICE: Corporate Accounts have been renamed to Multi-Accounts. Students are self-enrolled. Students are enrolled by admin/instructor.

You need to login to access this area of the site. User names and passwords are case sensitive.

This page is for administration only. To login to your online course, click here.

User Name

Password

Submit [Forgot Password](#)

Information FAQ's Policy

Food Handler Certificate Verification Tutorials Privacy policy

Order from Customers Regulatory Requirements Food Handler Privacy Policy (English)

5. After clicking on "Students are enrolled by admin/instructor" enter your username and password as shown below then click "Submit."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

NOTICE: Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site. User names and passwords are case sensitive.

This page is for administration only. To login to your online course, click here.

School Account Login - Enrolled by Administrator

User Name

Password

Submit [Forgot Password](#)

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6. After clicking "Submit" you will see the page as shown below. Then click on "Track Progress".

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

Administration Main Menu - Please select from options below.

Welcome, tap

Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Delete Students

Log Out

7. After clicking on "Track Progress", you will be directed to the page below. Choose the report type "Detailed Current Training Report (Quick Track)", and enter Search dates (i.e. From October 1, 2017 To November 30, 2017). Then click on the appropriate course (i.e. "Food Safety Manager Certification Training"). Then click "Submit".

**TAP SERIES®** Purchase Courses Login to Course Print Certificate Administration Test Centers Support

Enter this date into the "Search From" boxes below.  
2. Enter the date you wish to stop your search into the "To" boxes. If you want to list all students to date, enter today's date.  
3. Click the training program the students are taking and click Submit.

Select Language  
Powered by Google Translate

Need Help?

NOTICE: You can also select the date range automatically by clicking the circles below.

Step 1: Choose the report type.

- Detailed Current Training Report (Quick Track)
- Only show the total amount of students.
- Look up a single student.

Search Dates

From: Month Day Year

To: Month Day Year

Step 2: Highlight the training program below and click Submit.

- Earn More With Service
- Florida Food Worker Training Program
- Food Handler Training (all other states)
- Food Safety Manager Certification Training
- Food Safety Re-Certification Training
- Food Safety Refresher Training
- HACCP Managers Certificate Course
- Idaho Food Handler Training
- Illinois Allergen Awareness
- Illinois Food Handler Training
- Jackson County MO Food Handler Training
- Mid-Ohio Valley Health Department West Virginia Food Worker's Permi

Submit

8. After clicking "Submit", a list of all students were added during that time in that specific course will appear. Find the student that you want to change his/her email address. Click on "View Scores" of that student. Then click "Change Student's Information" as shown below.

The screenshot shows the TAP SERIES Student Score Report interface. At the top, there is a navigation bar with links for Purchase Courses, Login to Course, Print Certificate, Administration, Test Centers, and Support. The main heading is "Student Score Report". Below this, there is a "Student Information" section with fields for Student Name, Student User Name, Student Password, Date Added, Date Completed, and Student Email. A red circle highlights the "Change Student's Information" button. Below the student information, there are buttons for "Resend Student's Login Information", "Supplementary Study Materials", "Previous Student", and "Next Student". A table below shows lesson details for "The Need For Food Safety Training".

Lesson	Lesson Title	Lesson Status	On Date	Lesson Score
01	The Need For Food Safety Training	In Progress		

9. Enter the new email address in the box. Click "Change". The old email address of that student will be replaced by the new email address you entered.

The screenshot shows the same TAP SERIES Student Score Report page as above, but with a modal dialog box titled "Enter the Student's New Information" open. The dialog has a "New Email:" label and a text input field containing "tapseriestestcenter@tapseries.com". Below the input field are two buttons: "Change" (circled in red) and "Cancel". The background page is dimmed.