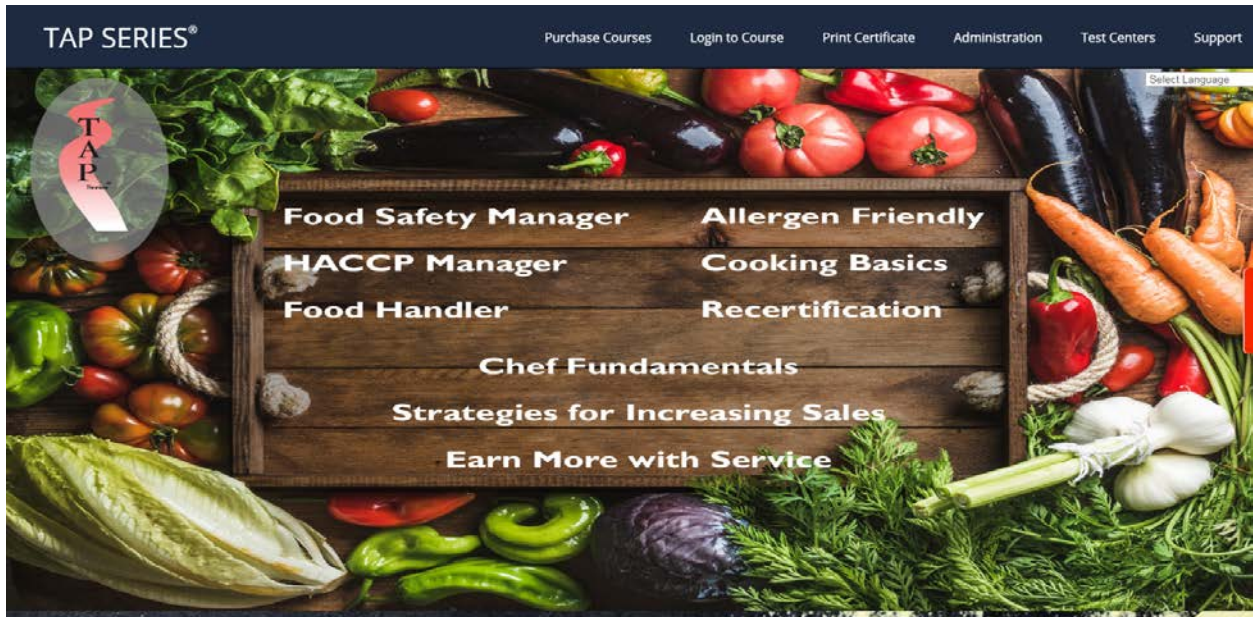


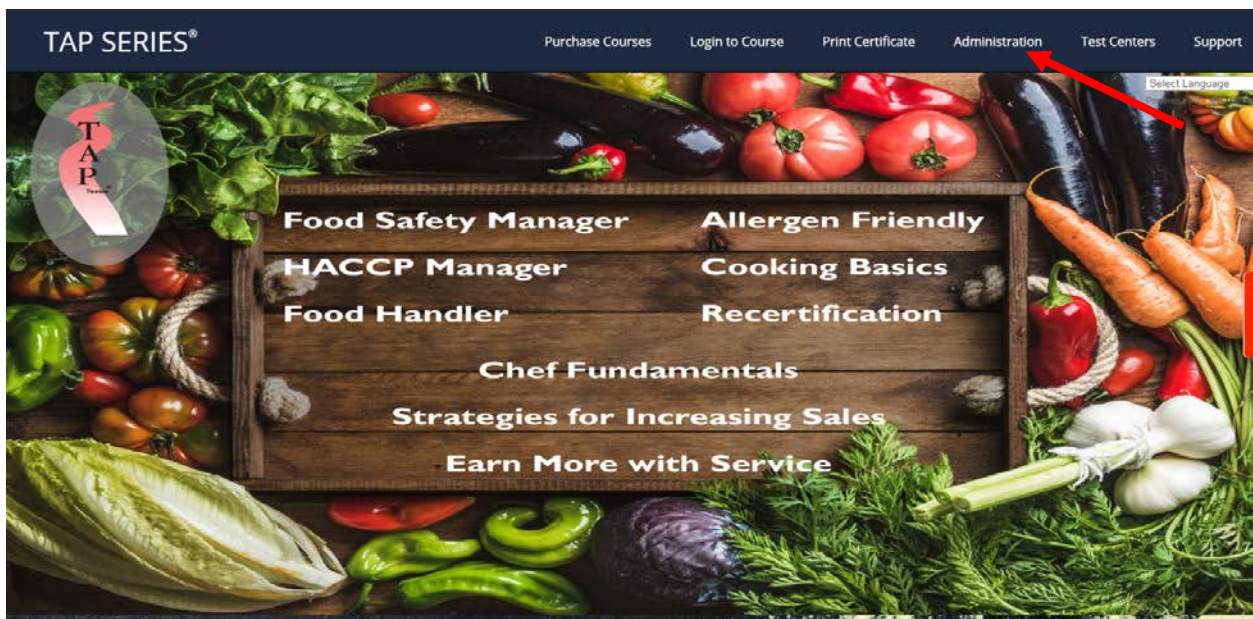
TAP Series

How to Delete a Student by Admin/Professor

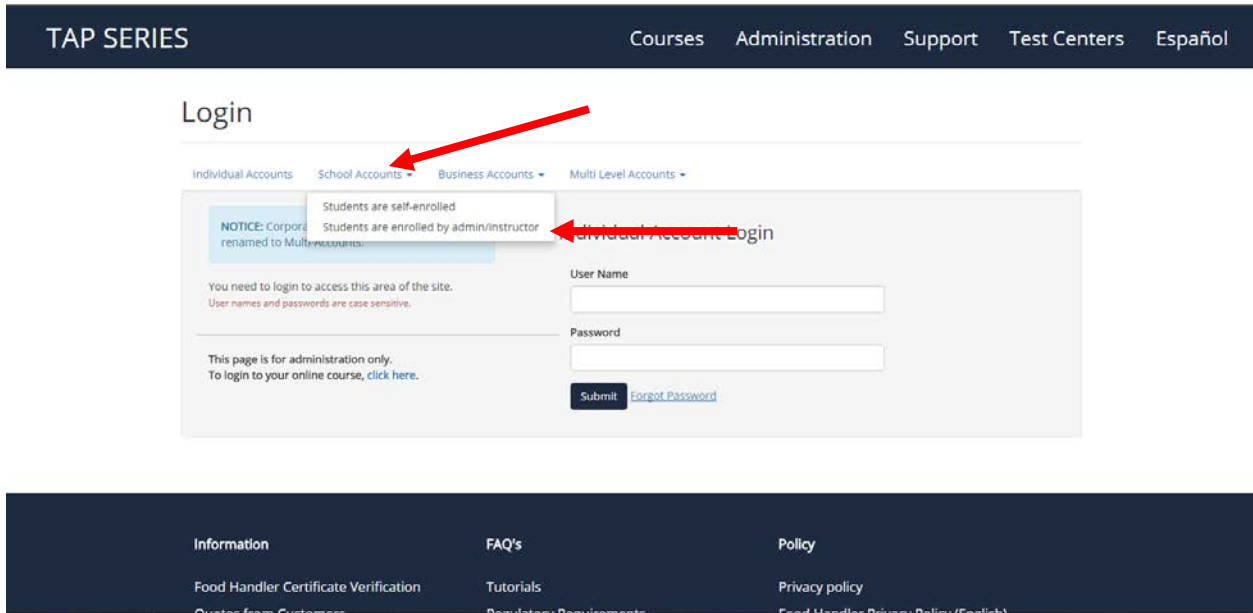
1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page www.tapseries.com. The page looks as follows.



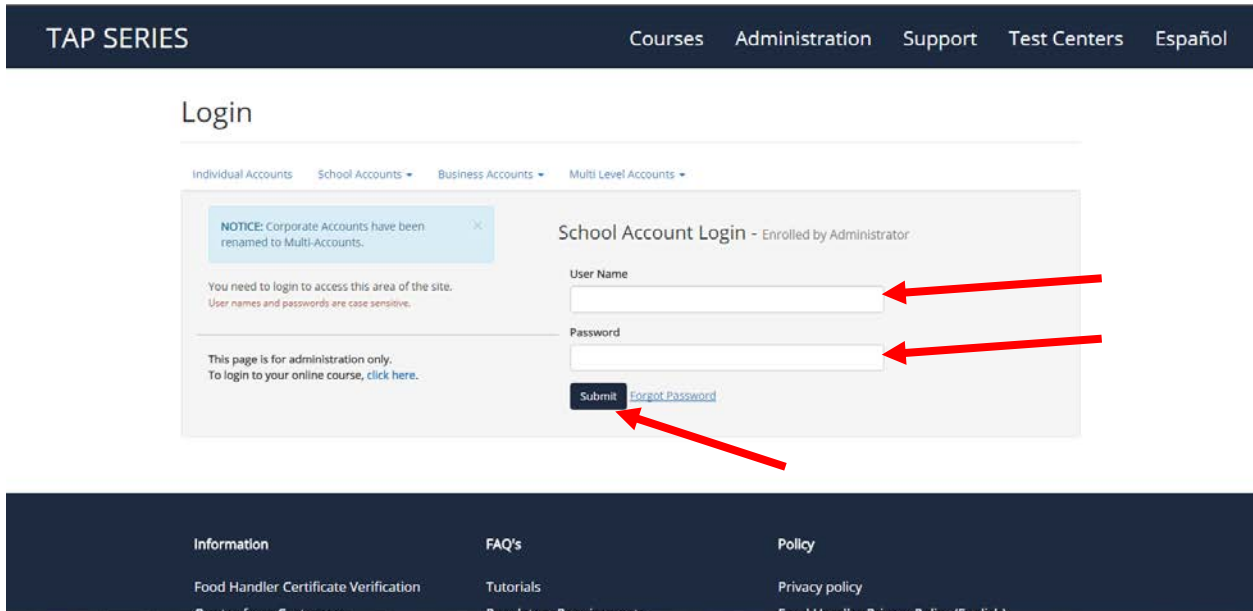
3. Go to "Administration"



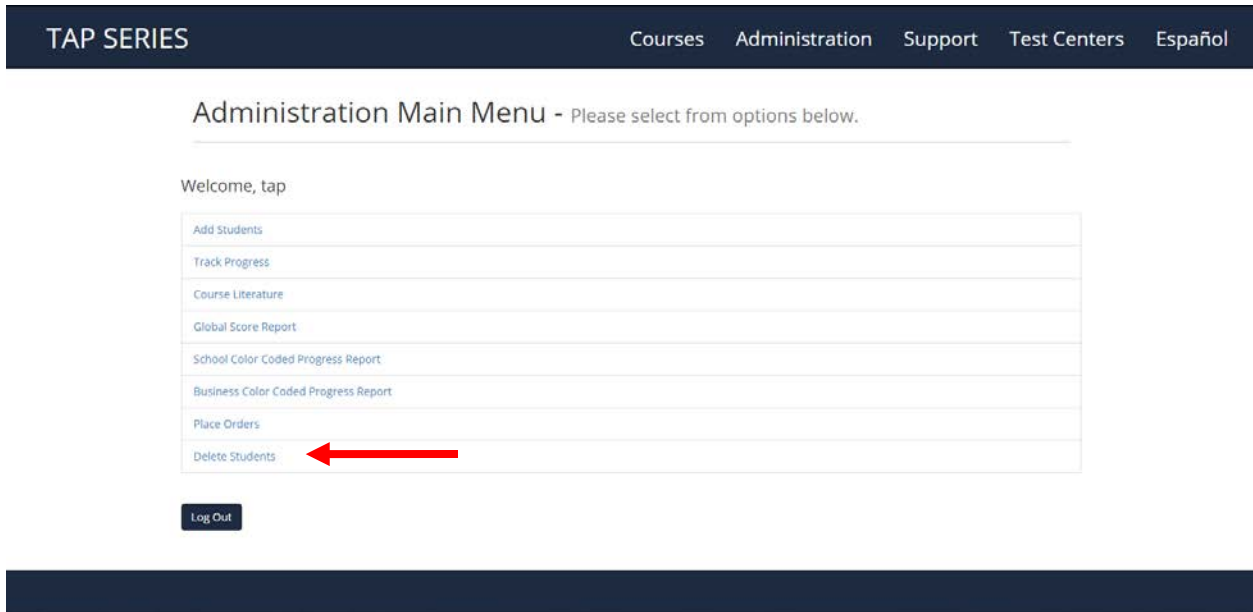
4. After clicking on "Administration" go to "School Accounts" or "Business Accounts" as shown below and click "Students are enrolled by admin/instructor."



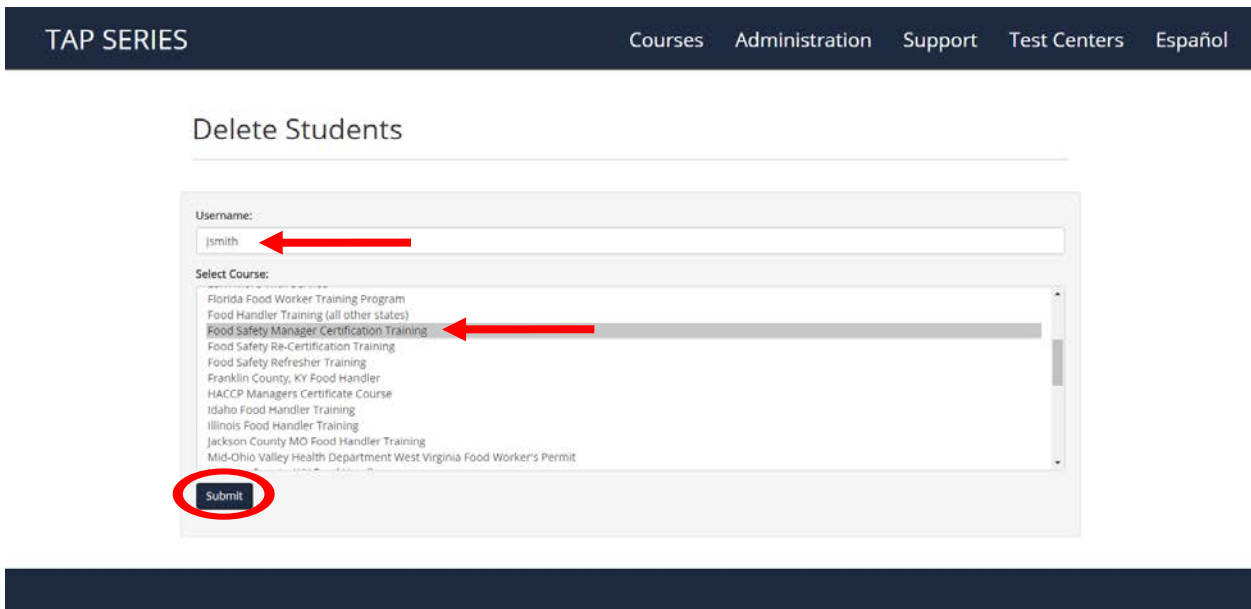
5. After clicking on "Students are enrolled by admin/instructor" enter your username and password as shown below then click "Submit."



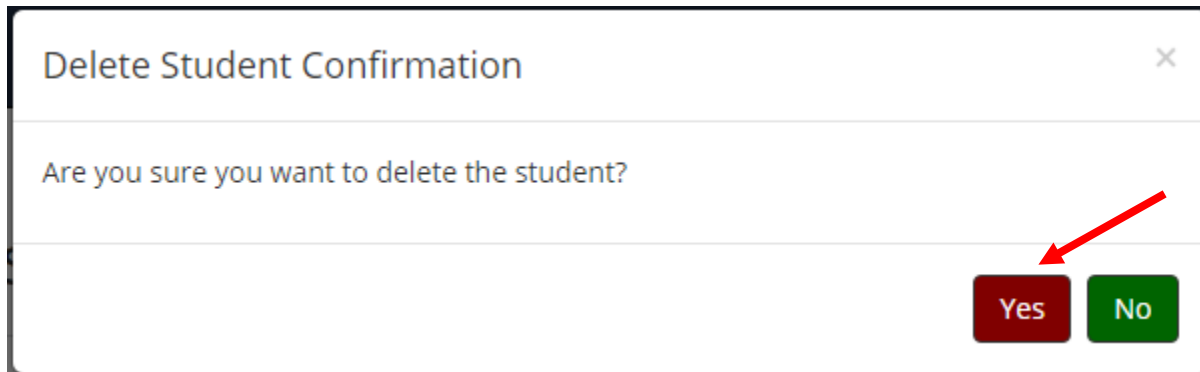
6. After clicking "Submit" you will see the page as shown below. Then click on "Delete Students".



7. After clicking on "Delete Students", you will be directed to the page below. Enter the students Username, and click on the appropriate course (i.e. "Food Safety Manager Certification Training"). Then click "Submit". Students can only be deleted if they are within 30 days of enrolling and if no more than the first lesson of the course has been started.



8. After clicking "Submit" the following window will pop up. Then click "Yes" to confirm deleting that student from the course. After clicking "Yes" you will have successfully deleted a student from your course.



For further assistance, send an email to techsupport@tapseries.com.