



How to open up and managing your own TAP Series Online Training Administrator Account

1. First, there is no cost for setting up the account. You will only pay for trainings as needed.
2. During the first purchase process at www.tapseries.com you will be asked to create a new Administrator User Name and Password. Keep these codes. They are the key to your account. Do not use these codes as a student training User Name and Password. You will use them each time you want to purchase, enroll and/or review the students (employees) in your account.
3. During the purchase process you can order as many trainings as you want. Each purchase will add a training enrollment right to your account, which you will use at the end of the purchase process or later as needed. To enroll students after the purchases process or to review training results, return to www.tapseries.com.
4. To use your account after it has been created, go to www.tapseries.com and from the home page select Administrator Logon, select Individual/Class Accounts, select Students enrolled by admin/inst., and input your Administrator codes.
5. To enroll a student, click Add New Student, select the course, and input the student's information (you might choose to input the employee manager's email address). Next, create a User Name and Password for the student, and if offered, select English or Spanish. The training can be done anywhere: in the unit, a training facility or at home.
6. To review student training results, select Track Progress from the administrator menu. You have the ability to view students by the date they were added. This will help to keep the amount of records limited to those that are currently training. Next, select the name of the course.
7. Student list: This is the list of students that you have enrolled into your class group during the date range you just selected. At this page you can email all students at once by selecting **Check** or one or more at a time by placing checks into the boxes at the start of each student record. You can also see the student's name and User Name. The Status column tells you if they are training or done. The Progress column tells you how far they are in the training, or again if they are done. View Scores is a link to a student's individual results. **Note:** If you are going to have students from a number of different locations, you might want to use the location number as the first part of each student's User Name. With this in place, you can select the column header **User Name** and the page will arrange the students by User Name, numbers first. Then you will have all students from each location in a group.

8. View Scores: On this page you have the individual's name, User Name and Password. You can see the date each lesson was completed and how well the student is doing. You also have the student's email address. This screen is where the warranty compliance information is found. (See PAS Warranty link below). At the top of this View Scores page, you can select "Click here to edit student information". Here you can change the password or email address.

Important: The success of self-study education is to have short term study goals that are monitored. Human nature is that most people only do what has to be done now. If you don't have short term study goals and monitor those goals, this training will most likely fail to be completed.

9. Previous Student/Next Student. This feature allows you to scroll through each student record.
10. When the student has successfully finished the course, you are ready to have them take the examination.
 - a. If you have signed up as an examination proctor, you can order paper exams (you need two weeks advance notice to avoid rush fees) or you can use the online examination. To learn more about being a proctor, download the proctor forms at www.tapseries.com/NR/proctorforms.
 - b. If you are not a proctor or it is more convenient to have the student go to a test proctoring center, you can pay for and schedule examinations at <http://www.pearsonvue.com/nrfsp/>.
11. To learn about the TAP PAS Warranty program, go to [www.tapseries.com/Pass Assurance Flierv2.pdf](http://www.tapseries.com/Pass_Assurance_Flierv2.pdf).