

# Mobile Attendance Instructions for Trainers

(5/21/2013)

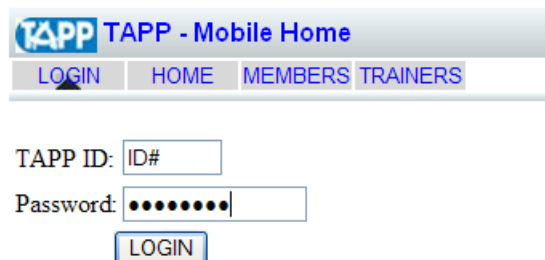
**Step 1: Open the mobile attendance page.**

<http://professionalregistry.astate.edu/m>

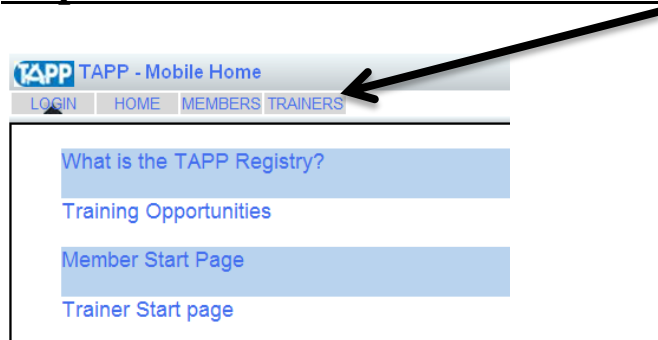
**Click on the LOGIN tab.**




**Step 2: Enter your Trainer ID and password.**

A screenshot of the TAPP Mobile Home page showing the login form. The header shows the TAPP logo and the text "TAPP - Mobile Home". Below the header is a navigation bar with four tabs: "LOGIN", "HOME", "MEMBERS", and "TRAINERS". The "LOGIN" tab is highlighted with a blue background. Below the navigation bar, there are two input fields: "TAPP ID: ID#" and "Password: ●●●●●●". Below the password field is a "LOGIN" button.

**Step 3: Click on the "TRAINERS" tab.**



## Step 4: Click on “Find Course”



TAPP TAPP - Record Attendance

LOGOUT FIND COURSE ADD ATTENDEE SEE COURSE ROSTER

Welcome to the TAPP Training Attendance System - Mobile Edition

Attendance forms for those not in the TAPP Registry may be submitted on paper forms.

Persons who are attending that are not part of the TAPP Registry may complete an application online at <http://professionalregistry.astate.edu>

Once a participant's attendance has been entered, they may login to their personal TAPP Registry page at <http://professionalregistry.astate.edu> to complete the session evaluation online.

For assistance, please call (888) 429-1585 during our normal office hours 8-5 M-F.

## Step 5: Enter the course ID number.

Click “Find Course”. [See page 3 for instructions on how to find the course ID number.]



TAPP TAPP - Record Attendance

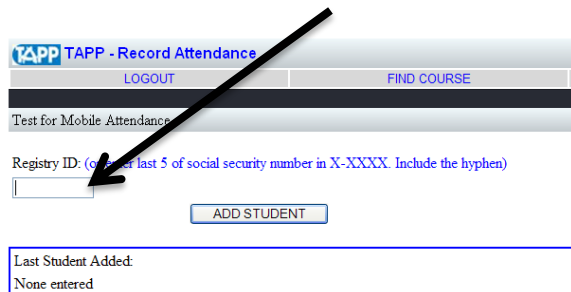
LOGOUT FIND COURSE ADD ATTENDEE SEE COURSE ROSTER

COURSE ID:

FIND COURSE

## Step 6: Enter participant information.

Enter the participant's ID number, the last five digits of the social security number, or the participant's birthday. If using five digits of social security number, insert a hyphen between first and second digits.(x-xxxx). If using birth dates, use forward slashes. (mm/dd/yyyy). Click “Add Student”.



TAPP TAPP - Record Attendance

LOGOUT FIND COURSE

Test for Mobile Attendance

Registry ID: (optional last 5 of social security number in X-XXXX. Include the hyphen)

ADD STUDENT

Last Student Added:  
None entered

The student's name will appear under “Last Student Added”.  
You can now add the next student.

## When the student's name is not found

If the student's name is not found, enter the ID, SS number, and/or birthday again. If it is still not found, the TAPP Registry does not have any records associated with those identifiers.

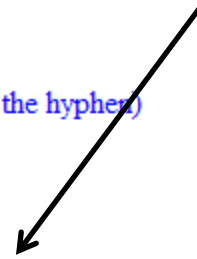
Clicking "Get New TAPP ID (Short Form)" will pull up a form that allows students to immediately receive a number. This number can then be entered to give the person credit.

Registry ID: (OR: enter last 5 of social security number in X-XXXX. Include the hyphen)

(OR: enter birthdate MM/DD/YYYY. Include the slashes.)

Hours Credit:

Date Completed:



Request for TAPP Registry ID Number - Windows Internet Explorer  
http://professionalregistry.astate.edu/practappl\_online/practappl.asp

Request for TAPP Registry ID Number

**TAPP**  
REQUEST FOR TAPP REGISTRY ID

Fields marked with \* must be completed!!

Last Name:

First Name:

Middle Initial:

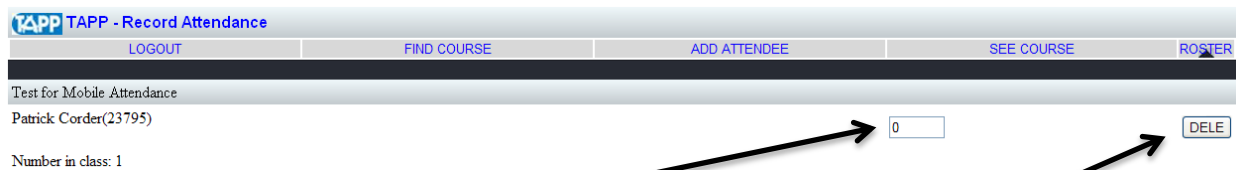
Address:

Additionally, the student can complete a paper attendance form. Encourage the student to check "Practitioner Application" at the top of the page and check the box in the middle of the page requesting TAPP membership. *Please reassure students that they will receive credit for the course.*

# Additional Features

## Changing student hours and deleting students

Click on “Rosters” at any point after adding students in step VI above.



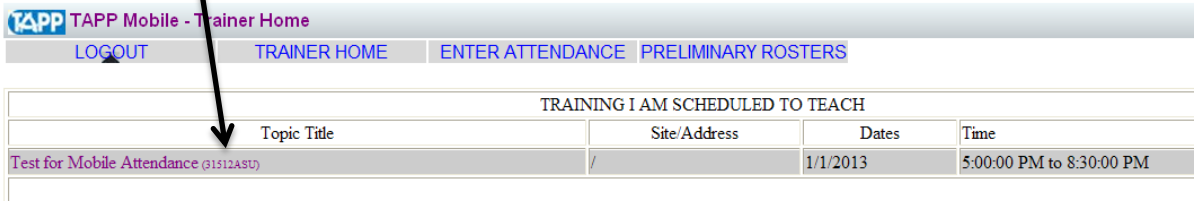
Change the hours to the amount desired, and click “Enter”.  
Students can also be deleted from this menu by clicking the “DELE” button.

## Checking course rosters and finding course ID numbers

From Trainer Home, click on “Preliminary Rosters”.



To view the Roster, click on the course title.  
The course ID number is next to the title as shown below.



**We are here to help you!**

If you have any questions, please call the TAPP Registry Office.

870-972-3055 or 1-888-429-1585

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