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.

Step 3: Click on the “TRAINERS” tab.
Step 4: Click on “Find Course”

Step 5: Enter the course ID number.

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

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/yyy).

Click “Add Student”.

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: 0  
Date Completed: 4/9/2013  

ADD STUDENT GET NEW TAPP ID (Short Form)

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