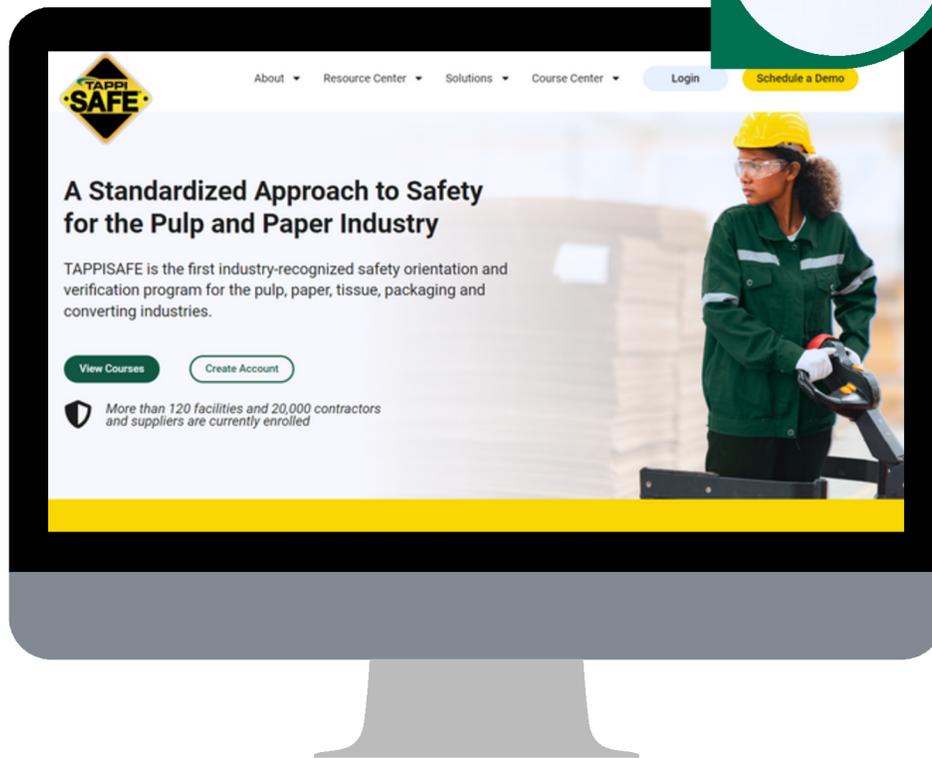


# How To: Search for Student Records



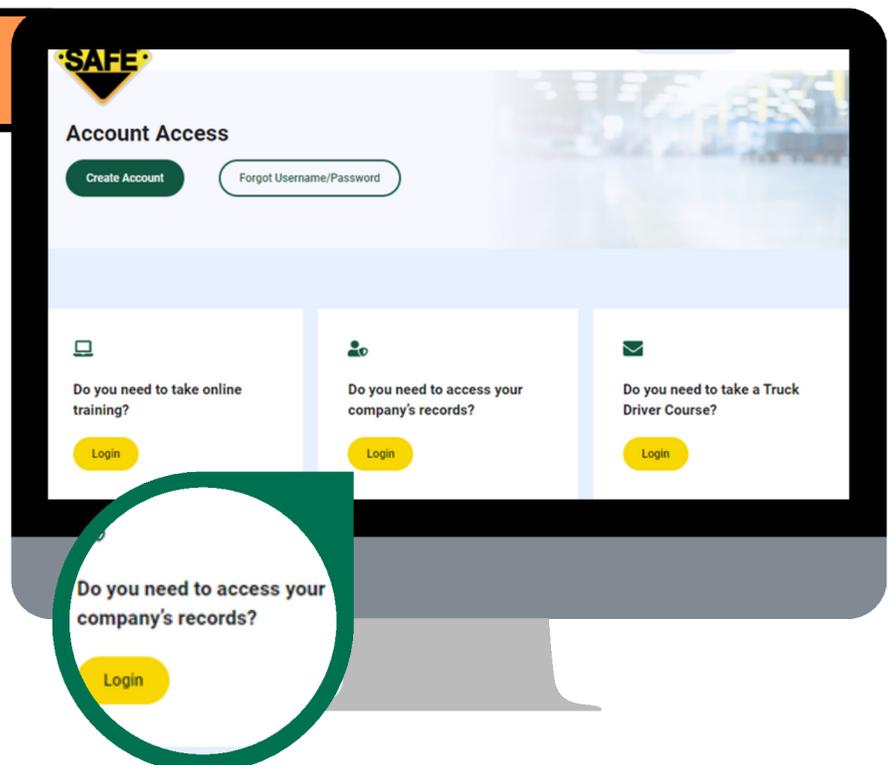
Go to the TAPPISAFE website [www.tappisafe.org](http://www.tappisafe.org)

## STEP 1 Click on Login



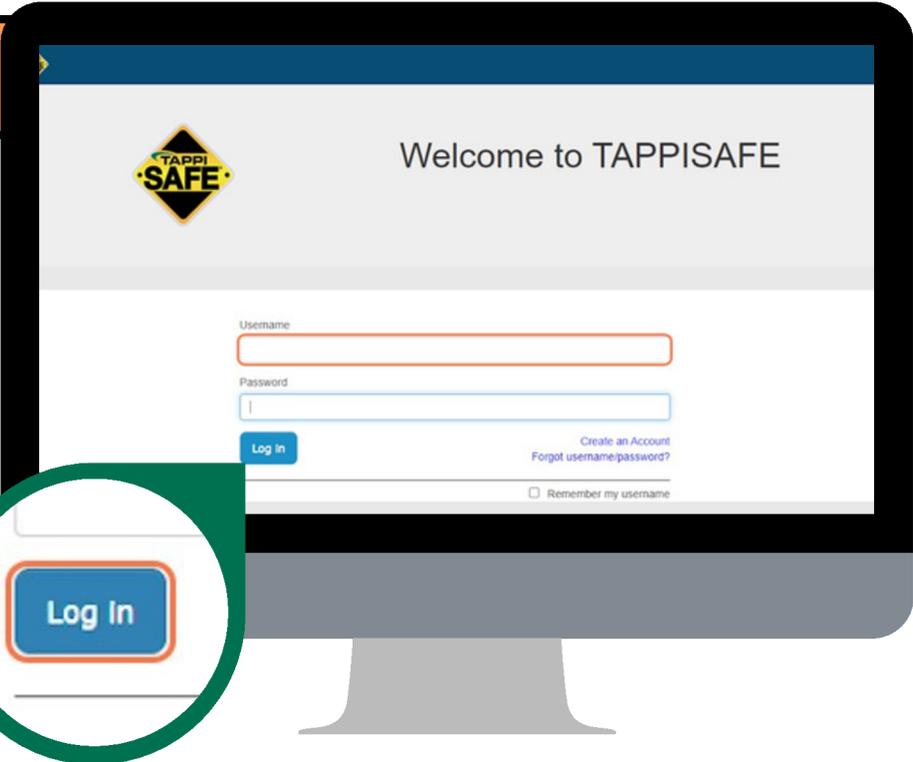
## STEP 2 Click on Access Database

Are you a company admin?  
Select the Login button to run reports and verify records



**STEP 3**  
**Click on Username**

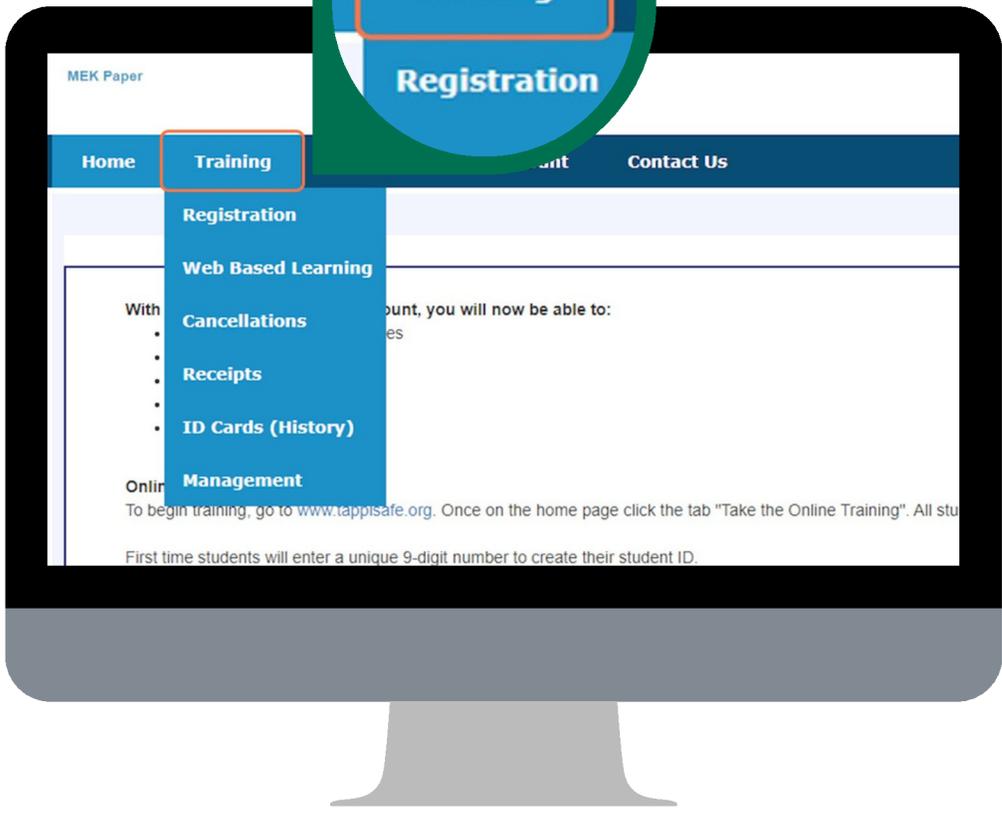
**Enter login credentials**



**STEP 4**  
**Click on Log in**

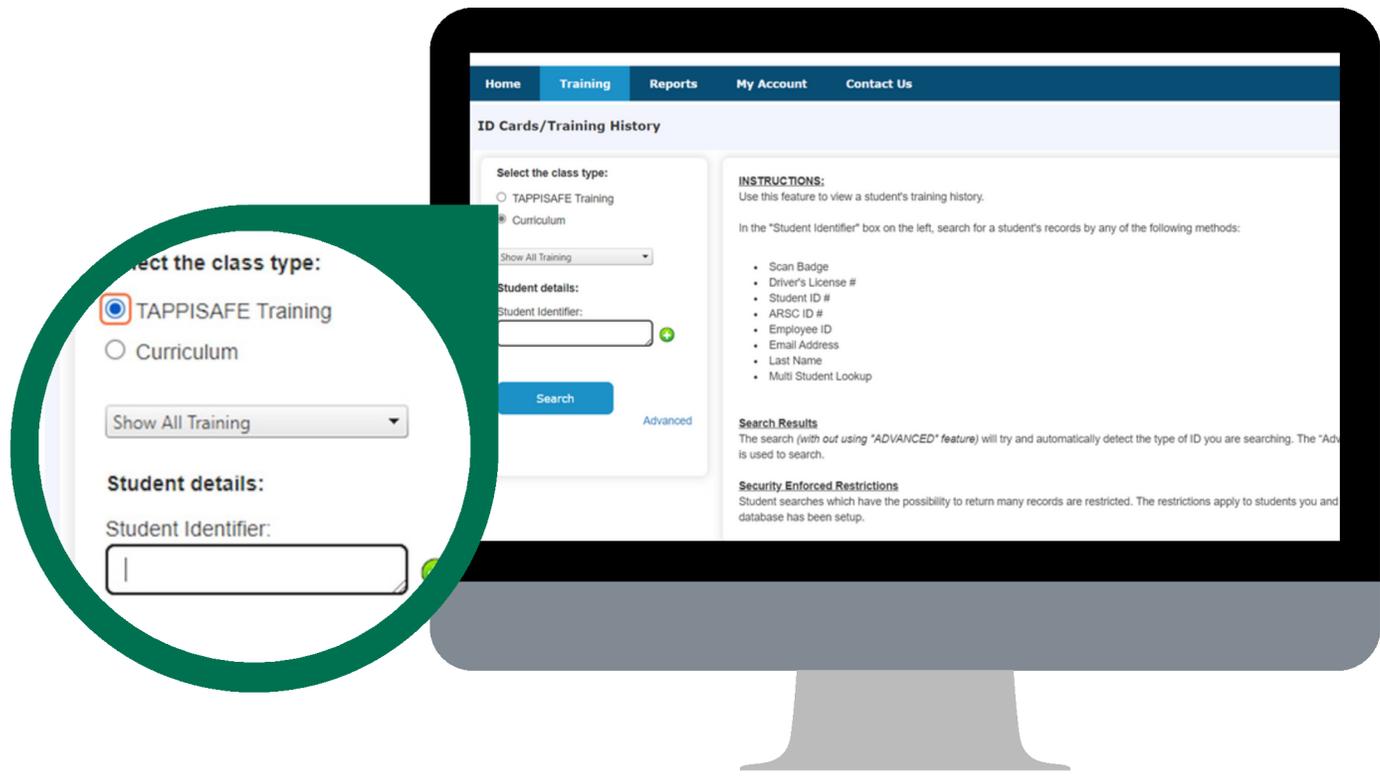


**STEP 5**  
**Click on Training in the navigation bar**



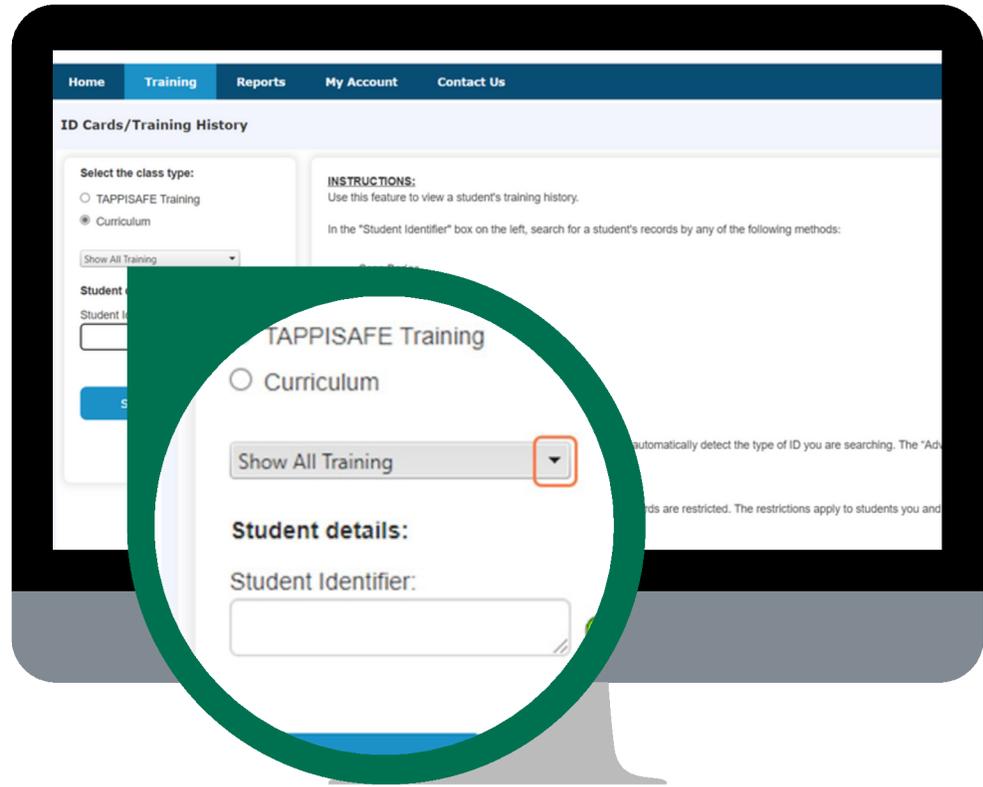
**STEP 6**  
Select the TAPPISAFE Training button

- TAPPISAFE Training button is to see all TAPPISAFE Training
- Curriculum button is to see only the training related to your accounts curriculum



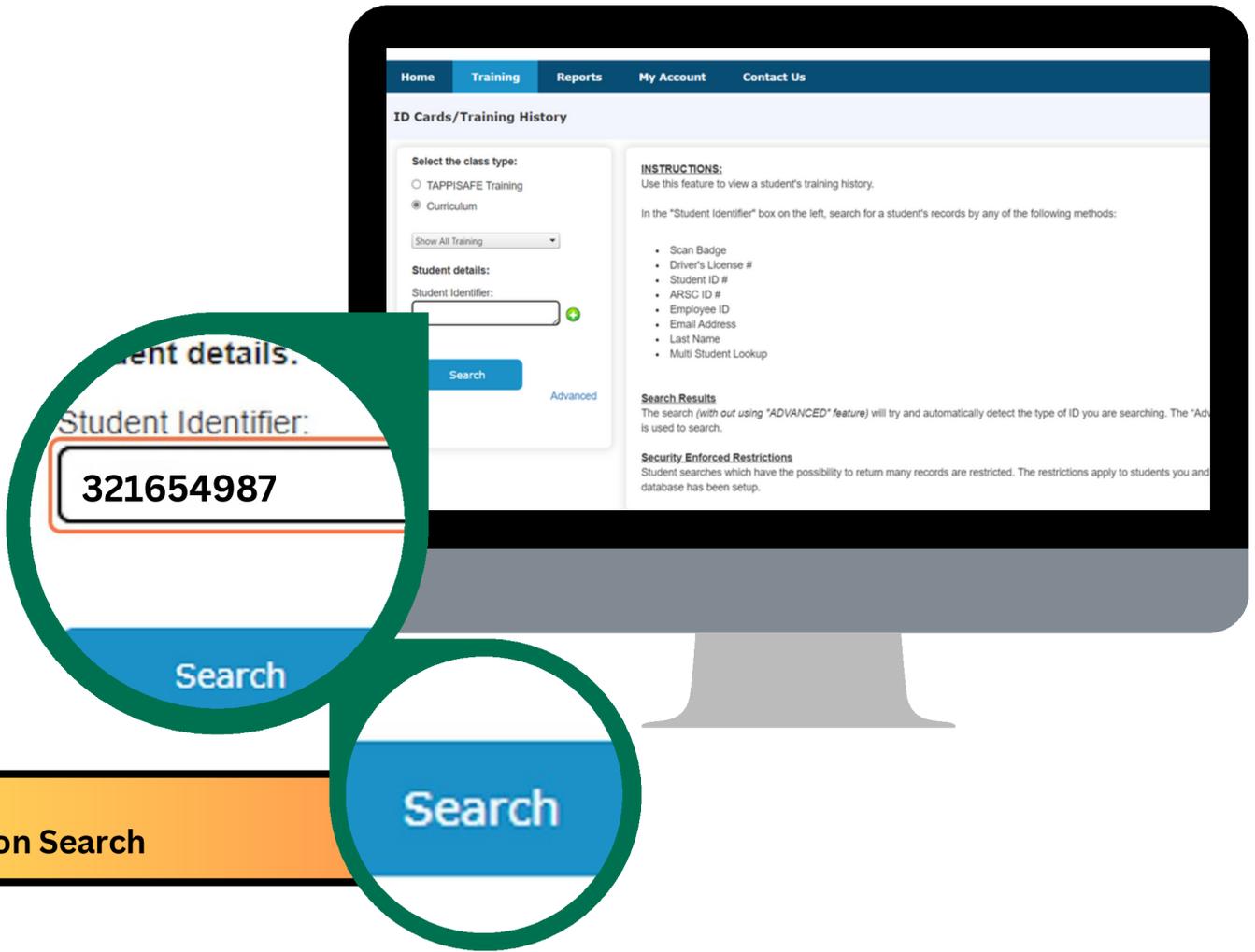
**STEP 7**  
Click on drop-down menu to select type of training to be shown

- Show All Training:
  - All training taken within our system
  - Show Active Training Only: All training that is active
  - Show Expired Training Only: All training that is expired



**STEP 8**  
**Enter Student Identifier**

- Enter one of the following student identifiers:
- Student Name
  - Student Badge Number
  - Student ID Number (Unique 9 digit number)



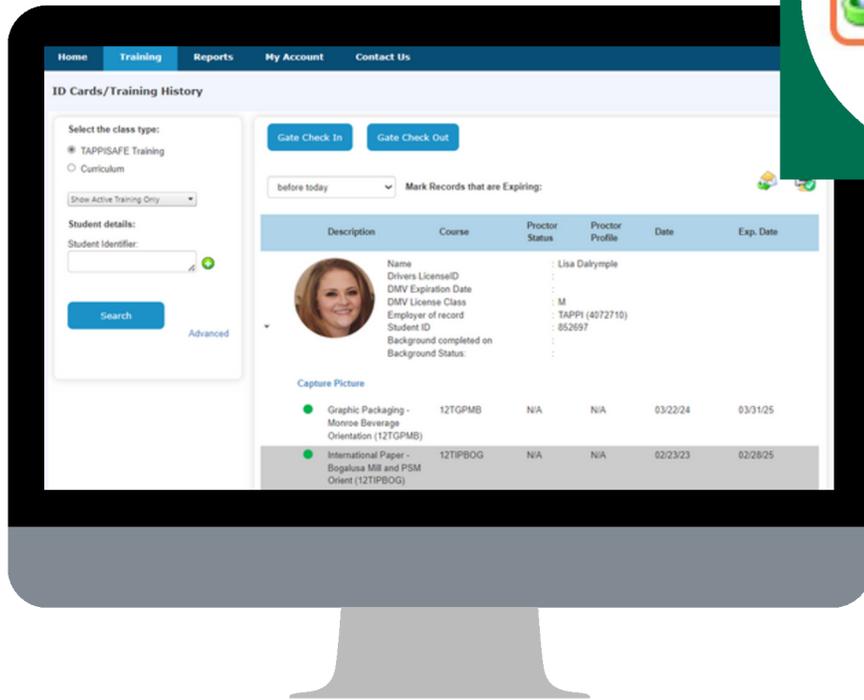
**STEP 9**  
**Click on Search**

# How To: Email Training History

**STEP 1**  
Click the Email icon

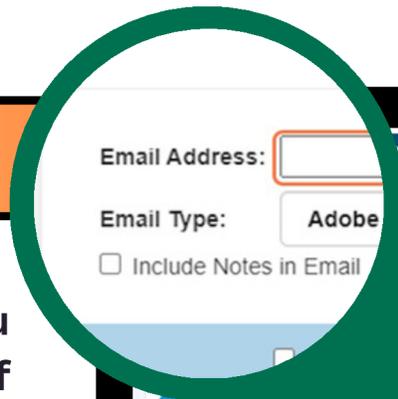


To email Proof of Training with a bar code, select the email icon to the top right of the screen



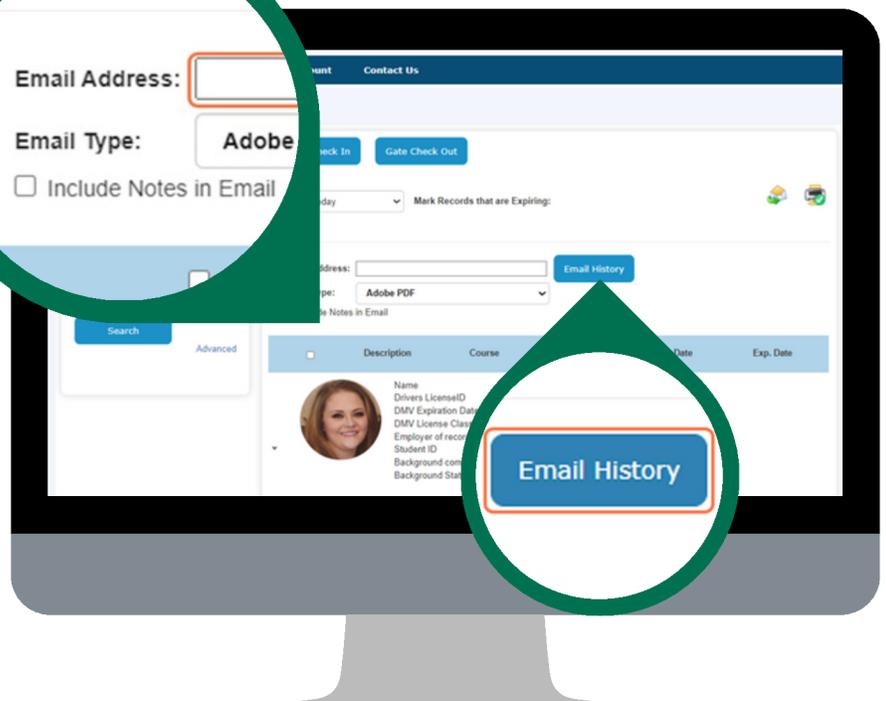
**STEP 2**  
Click on the Email Address box

Enter the email address you would like to send the Proof of Training to



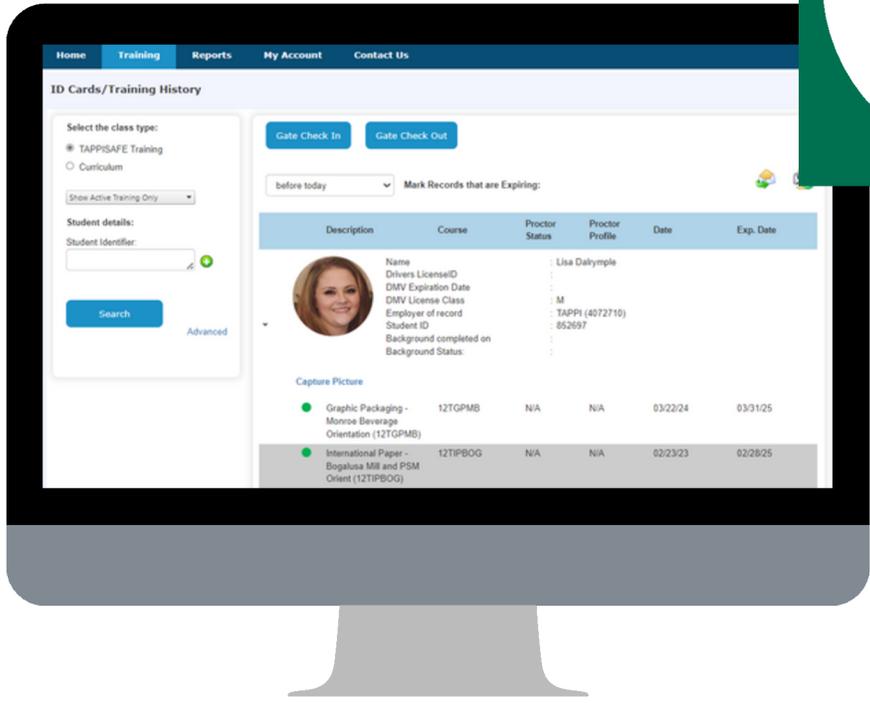
**STEP 3**  
Click on Email History

Click the button to send the email of Proof of Training



# How To: Print Training History

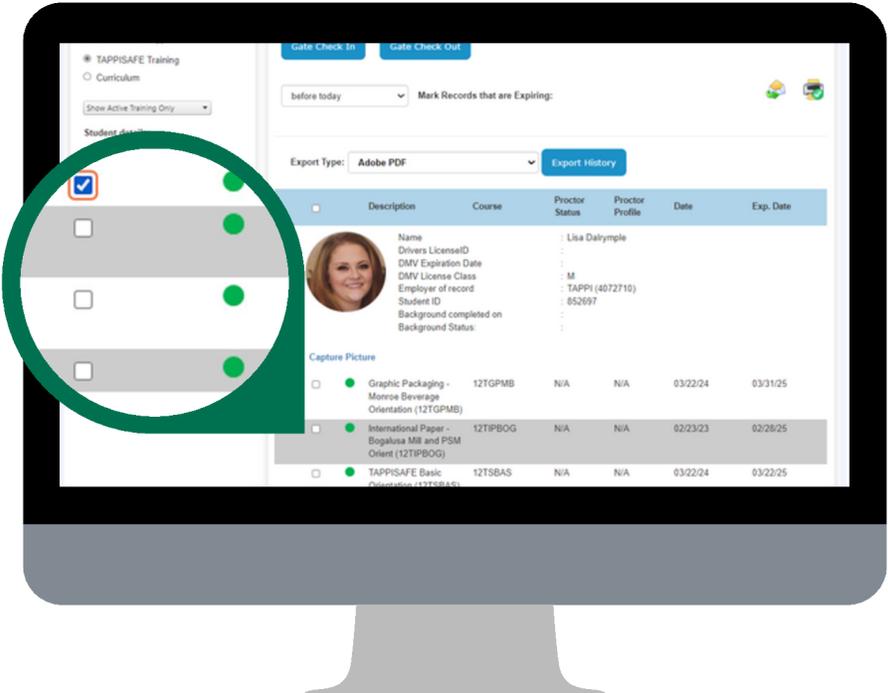
**STEP 1**  
Click on Print icon



To print Proof of Training with a bar code, select the printer icon to the top right of the screen

**STEP 2**  
Check the box

Check the box next to Description to have all the courses displayed on the Proof of Training or select each box that you would like displayed.



### STEP 3 Select Export Type

#### Export Types:

- Plain Text
- HTML
- Adobe PDF
- Excel Spreadsheet

### STEP 4 Click on Export History

Click the Export History button to print Proof of Training

