How to sign up for the T.A.P Online Training:

1. Log in to AccessUH
2. Click on [P.A.S.S.] icon
3. Click on [Training] icon
4. Click on [Request Training Enrollment]
5. Click on [search by Course Number]
6. Type *the annual code and click search
7. Select “View Available Sessions”
8. Select the session

*The annual code will change each year, please check with workstudy@uh.edu

**NOTE:** The training will not show-up on your account until the next day (24 hours)
Once you sign up, you will have to wait until the next day to access the training

How to log-in/access the T.A.P. Online Training

1. Log in to AccessUH
2. Click on the T.A.P. Employee Online Training
3. Click on the course and begin the training!

Additional Notes and Tips:

- Download the PowerPoint presentation and review the entire training
- Download and review the Frequently Asked Questions (FAQ’s)
- Complete the quiz – you have unlimited attempts but need to score 100% to receive credit for the training