To complete a student/class:

- Go to om.tmutest.com
- Click Sign In

← → C 🔒 om.tmutest.com			Q	e t	₹ ₹	
					Sign In	
	How can we he	elp you today?				
	Available Test Dates	Read FAQ				
FOR OBSERV	ERS & TEST SITES	FOR INSTRUCTORS & TRAINING PROGRAMS				
Manage test	events, students, your own account and more by	Create and edit records, manage trainings and so	chedule			
logging in.		your students.				
Sign In		Sign In				

• Put in your email and password, click Sign In

TMU	
OHIO CMA	
	Sign In
	orgin m
	USERNAME OR EMAIL
	PASSWORD
	REMEMBER ME
	Contraction of the Sign In
	Forgot Your Password?

• To view students, click on students tab



• If all students started and completed on the same day, select the box for each student you want to complete.

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8 <sup>1</sup>	arch studioma (Press T to fee	us Go 3 found Select All		Per page 15 👽 Filters a	Actions - Create ()
	NAME 22	TRAFUNE	UPCOMING TESTS	ACTIVE CENTIFICATIONS	
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	Schowalter, Danika rota: Hogewande nal Broonfeldersale, OH 32080-4778 Oh 17.75.1181	Modication Alds alreading Ecloser #2/71/2020	No active series.	No active contributions	

- Click on actions
- Click complete trainings and fill in the required information. This will complete every student selected at once.

1 Hi	arch stautotta. Presa 7 to for	us Go	3 found	Deselect All	3 selected	Per page 15 v	Filters in Actions Create (
	NAME A	5 336	CONTROL OF		UPCOMING TESTS	ACTIVE CONTINICATIONS	Print Certificates
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	Schowalter, Danika visits.htsgesample.net Broomstorezoo CR 92090-4778	Ma	dication Aid	<b>6</b> 81/32/2828	No active lessa	No active confications	

- To complete students individually, click on the students name
- Go to Trainings tab
- Click on Actions-> Edit

Identification	Incompute Student SMS I	material					
Trainings	TRAINING	STATUS	STRAINING PROCRAM	INSTRUCTOR .	INDED	EXPIRES	
Test History	Medication Aide	Alterniting	Hauck-Huels	Edmund Hagenes			Actions ~
Employments							Edit

- Change Status from Attending to Completed (Or Incomplete if applicable)
- Put in the end date (the expiration date will auto generate)
- Put in Classroom hours (minimum of 80)
- Put in Clinical hours (minimum of 40)
- Click Save Changes

BENLIAMIN BUTTON		
CHOOSE DISCIPLINE *		
Medication Alde		~
CHOOSE TRAINING *		
Medication Alde		
CHOOSE TRAINING PROGRAM *		
Hauck-Hucks		÷.
CHOOSE INSTRUCTOR *		
Hagones, Edmund		~
STATUS	туре	
Completed	Normal	~
STARTED *	ENDED *	
09/07/2023	09/21/2023	
EXPIRES		
09/21/2025		
CLASSROOM HOURS .	CLINICAL HOURS *	
BO	40	
DISTANCE HOURS	LAB HOURS	
0.00	0.00	
TRAINEESHIP HOURE		
0.00		

• The red Incomplete Student button will appear until the student logs in and completes their profile. This must be done prior to their testing date.

me > Students > Edit					
BUTTON, BENJAN	AIN Student 🖂				
S Identification	Incomplete Student Ready to Schedule S	MS Enabled			
Trainings	FIRST	MIDDLE	LAST *	SUFFIX	
2 Test History	BENJAMIN		BUTTON		
Employmente	PHONE *		ALTERNATE PHONE		
El cinpioymenta	(000) 000-0000				
2 Login Info	BIRTHDATE				
	GENDER		AUDIO TESTS?		
	MALE FEMALE OTHER		UNLISTED FROM PHONE AND M	AILING LISTS	
	Mailing Address	ADDRESS *			
		CITY *	STATE *	ZIPCODE *	
			Select State	~	

- If you or another entity will be paying for the testing fees, choose the appropriate facility from the Sponsor box.
- Click Save



- The student(s) has been completed and can now be paid for.
- Ensure that the students are logging in to their own accounts to finish the setup and complete the practice pre-test.