

CANDIDATE INSTRUCTIONS

HOW TO COMPLETE YOUR TMU® ACCOUNT



(AFTER YOU HAVE BEEN ENTERED IN YOUR STATE'S TMU© DATABASE)

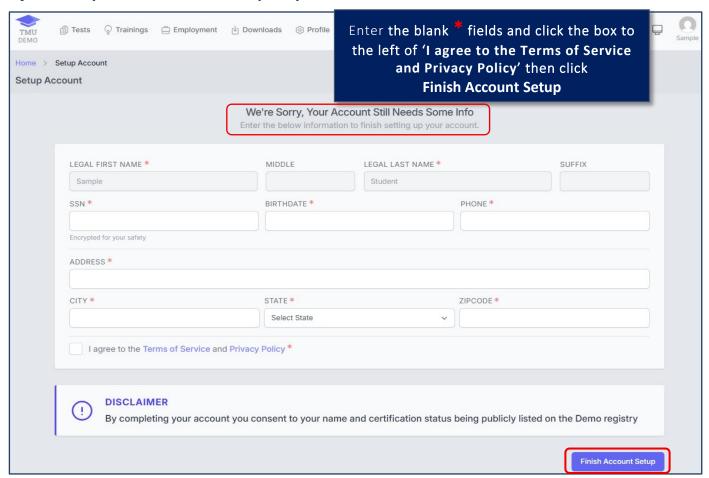
Once your initial registration information has been entered in your state's TestMaster Universe (TMU©) database by your training program (or via another method), you will receive a confirmation email from TMU© that your account has been created.

<u>IMPORTANT</u>: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information <u>prior to testing</u>. Failure to do so may result in your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

• Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete and verify your demographic information. This must be done <u>before scheduling</u> a test event.

You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see the 'TMU©-How to Sign In and Forgot Your Password Reset' Instructions document or Candidate Handbook on your state's webpage www.hdmaster.com, then click on your state.) If you are unable to sign in for any reason, contact D&SDT-Headmaster at (800)393-8664.

This is the screen you will see the first time you sign in to your TMU© account with the demographic information you need to enter to complete your account:





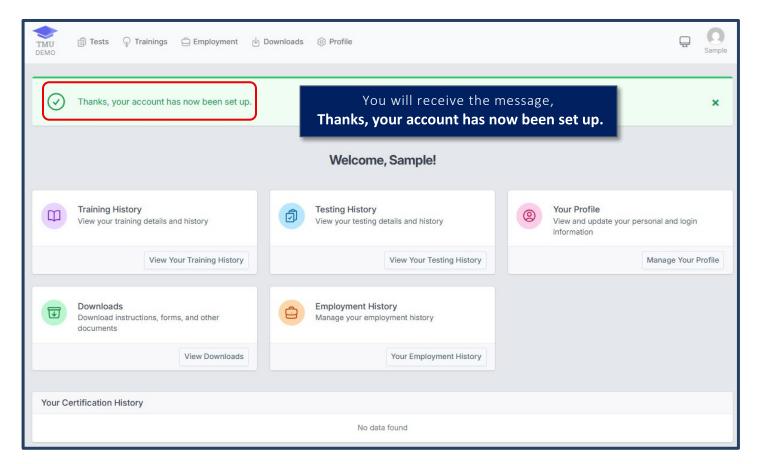
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This is an example of the main candidate screen you will see after your account has been set up:



NOTE: Please refer to your state's Candidate Handbook for more detailed information and instructions.

All Candidate Handbooks can be found on the D&SDT-HEADMASTER main web page at <u>www.hdmaster.com</u>, then click on your state.

If you have questions or need assistance, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, excluding holidays.