		D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP	
\sum	D&S Diversified Technologies LLP	MT Office: P.O. Box 6609 Helena, MT 59604-6609	Innovative, quality technology
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	Headmaster LLP	(888)401-0462 (800)393-8664 (877)851-2355 Fax: (406)442-3357	the United States since 1985.
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UPDATED: March 31, 2022

TMU© INSTRUCTIONS

HOW TO COMPLETE A STUDENT RECORD THAT DID NOT SUCCESSFULLY COMPLETE TRAINING

We all have students that do not finish a nurse aide training program for one reason or another. That student must be completed in TMU© as an incomplete (with training) designation. This is done so that the record is completed (not left as attending forever) and so you can track attrition (with reasons) for students in your program.

Log into TMU© and click on "Students":

TMU	證 Students	(Reports	Profile			SAMPLE ~
		W	elcome SAMPLE	INSTRUCTO)RI	
			Viewing Certified Nurse	Aide (CNA) records	/	
Inbox			Your Profile	1	Students	
Inbox See notificat	ions regarding your	⊠ account	Your Profile Manage your personal infe	ormation	Students View related training reco	Drds and people
Inbox See notificat Change D	ions regarding your	account	Your Profile Manage your personal infe	ormation	Students View related training reco	Drds and people

You can search for the student by placing their name in the "Search For" field and selecting "Search". Once you found the student in the list, select "View" on the right side of the screen across from their name:

ruuenta	S Create New St	udent			Students
SEARCH B	Y	SEARCH FOR			
Name	~	Enter search term	Search ⊕	All Completed Attending	Eligible to Tes
TRAINING	PROGRAM	_			
All Train	ing Programs		~		
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JEANCH FI	ILTERS Clear AIT	inter o			
FILTER TY	YPE	SEARCHIN	G FOR		
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Click on "Trainings"

Once there you will click the three dots and "Edit":

D&S Diversified Technologies LLP Headmaster LLP	D&S DIVERSIFIED TECHNOLOGIES MT Office: P.O. Box 6609 OH Office: P.O. Box 4 (888)401-0462 (800)393-8664 (<u>hdmaster@hdmaster.com</u>	(D&SDT), LLP - HEADMASTER, LLP Helena, MT 59604-6609 18 Findlay, OH 45839 877)851-2355 Fax: (406)442-3357 Website: <u>www.hdmaster.com</u> UPD	Innovative, quality technology solutions throughout the United States since 1985. ATED: March 31, 2022
Home > Students > Jelly Bean > Trainings Bean, Jelly Student			
A Identification Incomplete Student SMS En Image: Trainings TRAINING STATUS Image: Test History Nursing Attendir Image: Description of the second sec	abbled TRAINING PROGRAM INSTRUCTOR Ig SAMPLE TRAINING PROGRAM (TP) SAMPLE INSTRUCTOR	ENDED EXPIRES	

Next, you change the status of the student from "Attending" to "Incomplete".

A "Reason" field will appear allowing you to select the reason that the student was unsuccessful in training, please select the most relevant reason in your individual student's case:

Incomplete 🗸	Normal 🗸	✓ Select Reason	
/		Attendance	
STARTED		Academic Performance	
07/05/2021		Health Reasons	
0,700,2021		Personal Reasons	
		Criminal History	
		Financial Reasons	
0.00		Moving	
		Behavior	

After you change the student from "Attending" to "Incomplete" and enter a "Reason" enter their last day of attendance or today's date if they did not return to the program and select "Update":

STARTED *	ENDE	D *	-			-		EXPIRES
07/05/2021	1							
	<		Ju	y 202	21		\rightarrow	
	Sun	Mon	1ue	wed	1	Fn 2	Sat	
0.00	21						3	
CLINICAL HOURS	4	5	6	7	8	9	10	
0.00	11			14		16		
DISTANCE HOURS	18	19	20		22	23	24	
0.00	25	(26)		28	29			
LAB HOURS	1	2	3	4	5	6	7	
0.00								
TRAINEESHIP HOURS								
0.00								

The student's record is now completed, and they will be removed from your list of current students.

If you have any questions, please don't hesitate to call D&SDT-Headmaster (888)401-0462.