



## TMU© INSTRUCTIONS COMPLETING A STUDENT'S TRAINING IN TMU©

Completing a student's training will allow the student to take the Michigan NA state test in the TMU© testing software platform.

Click on "Students" and search for the student either by a group of students that started the training on the same day or using the name of a student. Select that student and choose complete training and click "Go":

The screenshot shows the TMU© interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. Below this is a breadcrumb trail 'Home > Students'. A search bar is present with the text 'Search students'. To the right of the search bar, it says '34 results' and 'FILTERS'. An 'ACTIONS' dropdown menu is open, showing options: 'Select All Matching', 'Print Roster', and 'Complete Trainings'. A table below shows a student record for 'Blues, Elwood' with the following details:

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
Blues, Elwood elwood@gmail.com	Nursing Assistant Attending Started 01/17/2022	No active tests	No active certifications

Enter the date that the training was completed in the "Ended" date field. Enter the number of "Classroom" and "Clinical" hours and then click "Complete Trainings":

The screenshot shows the 'Complete Trainings' form. It has the following fields:

- TRAINING: Nursing Assistant
- STARTED: 01/17/2022
- ENDED \*: [Yellow highlighted field]
- CLASSROOM HOURS \*: [Yellow highlighted field]
- CLINICAL HOURS \*: [Yellow highlighted field]

Below the form, the student's name 'Blues, Elwood' and the training type 'Minnesota 1135 Waiver Option (8888) (TP)' are displayed. A 'Complete Trainings' button is at the bottom right.

The students are now eligible to pay and schedule their state nurse aide competency knowledge and skill tests.

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