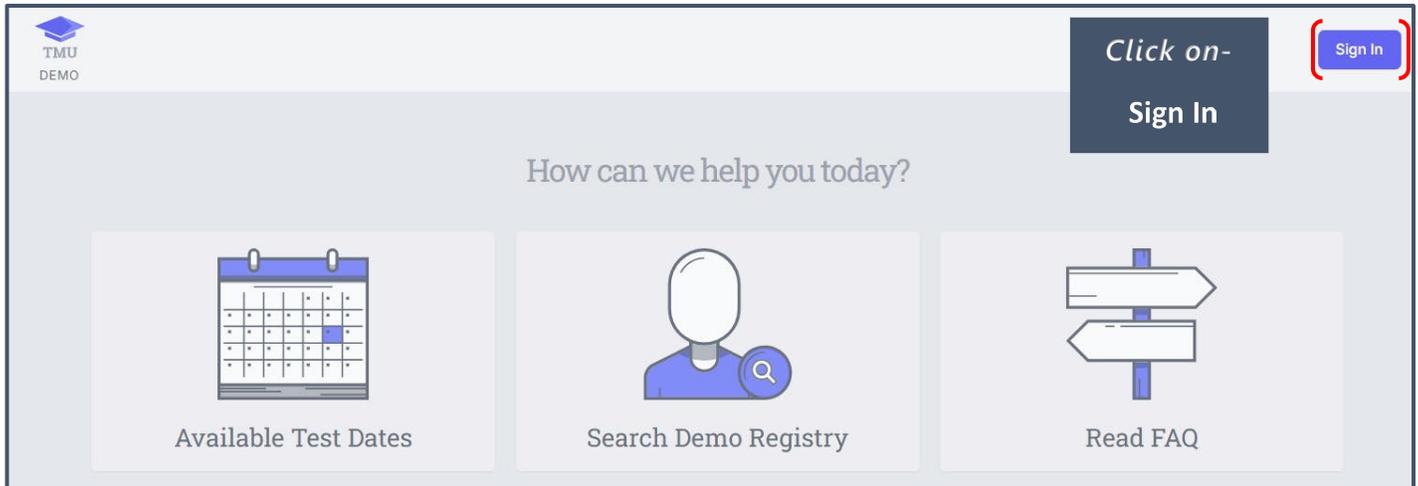


## HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU© TEST SITE INSTRUCTIONS

Go to your state's TMU© URL. Please call D&SDT-HEADMASTER at (800)393-8664 if you do not know your state's TMU© website URL. Or you can go to the **D&SDT – HEADMASTER** main webpage at [www.hdmaster.com](http://www.hdmaster.com). Click on your state, and once on your state's webpage, click on the **TestMaster Universe (TMU©) Start Page or Login** button.

Once you have reached your state's TMU© main screen, click **Sign In** and enter your **Email or User ID** and **Password**.



TMU DEMO

Click on- Sign In

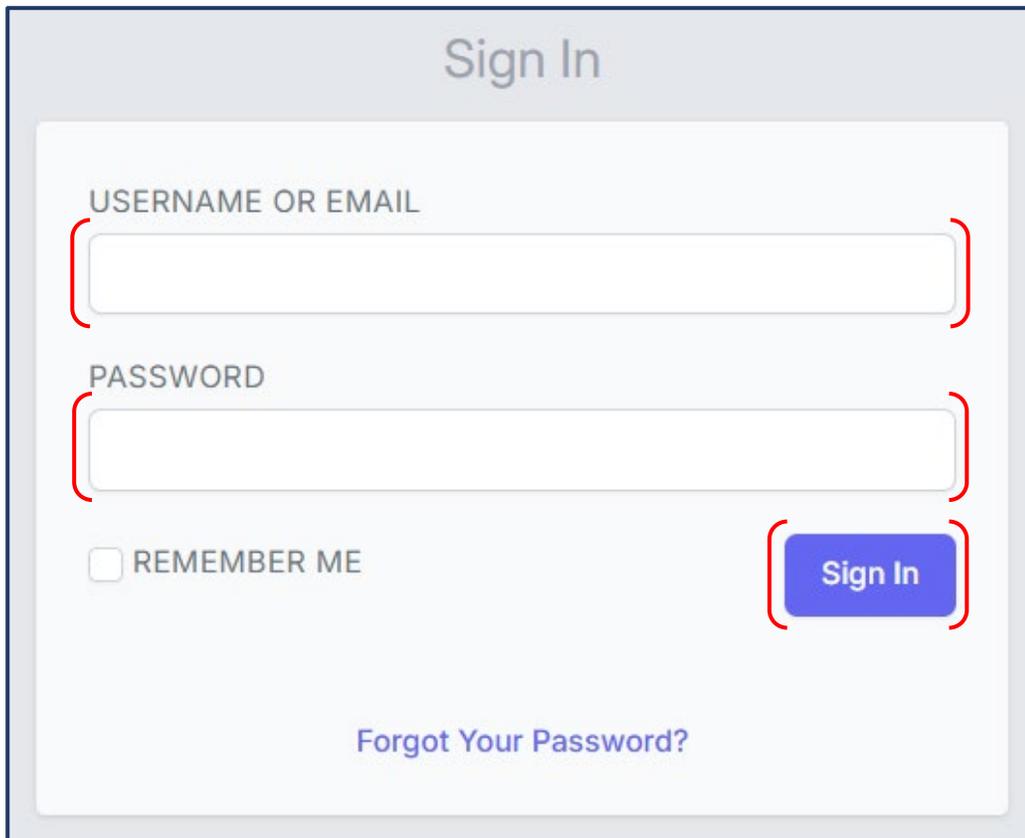
Sign In

How can we help you today?

Available Test Dates

Search Demo Registry

Read FAQ



Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

Sign In

Forgot Your Password?

Enter your-  
Username or Email

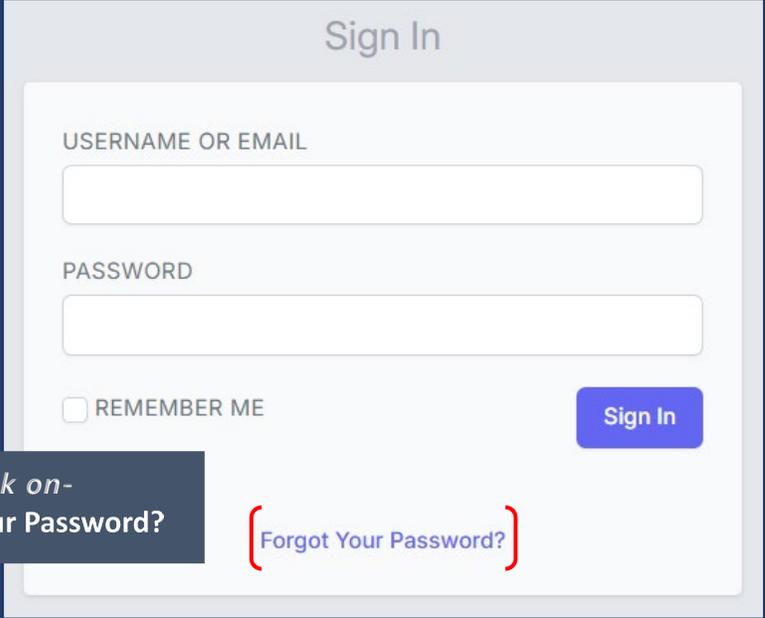
and your-  
Password

and click-  
Sign In

If you do not remember your password, please follow the instructions below.

### Forgot your Password and Recover your Account

If you have forgotten your Password or do not know your Password, follow the instructions below to reset it and recover your account.

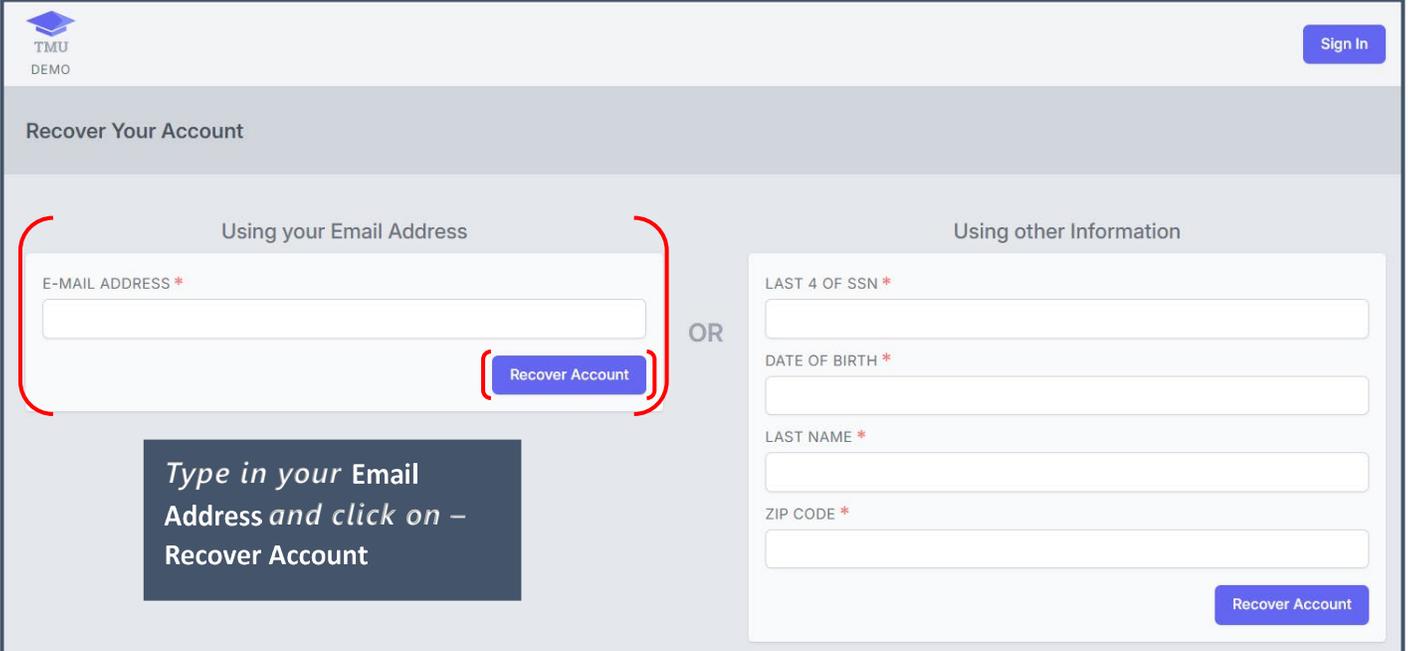


The image shows a 'Sign In' form with the following elements:

- Header: Sign In
- Input field: USERNAME OR EMAIL
- Input field: PASSWORD
- Checkbox: REMEMBER ME
- Button: Sign In

Annotations include:

- A dark grey box with white text: *Click on-  
Forgot Your Password?*
- A red bracket around a blue link: *(Forgot Your Password?)*



The image shows a 'Recover Your Account' form with the following elements:

- Header: Recover Your Account
- Section: Using your Email Address
- Input field: E-MAIL ADDRESS \*
- Section: Using other Information
- Input fields: LAST 4 OF SSN \*, DATE OF BIRTH \*, LAST NAME \*, ZIP CODE \*
- Buttons: Recover Account (under Email Address), Recover Account (under other Information)

Annotations include:

- A red bracket around the 'Using your Email Address' section.
- A red bracket around the 'Recover Account' button under the email address section.
- A dark grey box with white text: *Type in your Email  
Address and click on –  
Recover Account*

# HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU@ TEST SITE INSTRUCTIONS

*You will receive the message,*  
**We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.**

TMU DEMO

Sign In

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS \*

Recover Account

OR

Using other Information

LAST 4 OF SSN \*

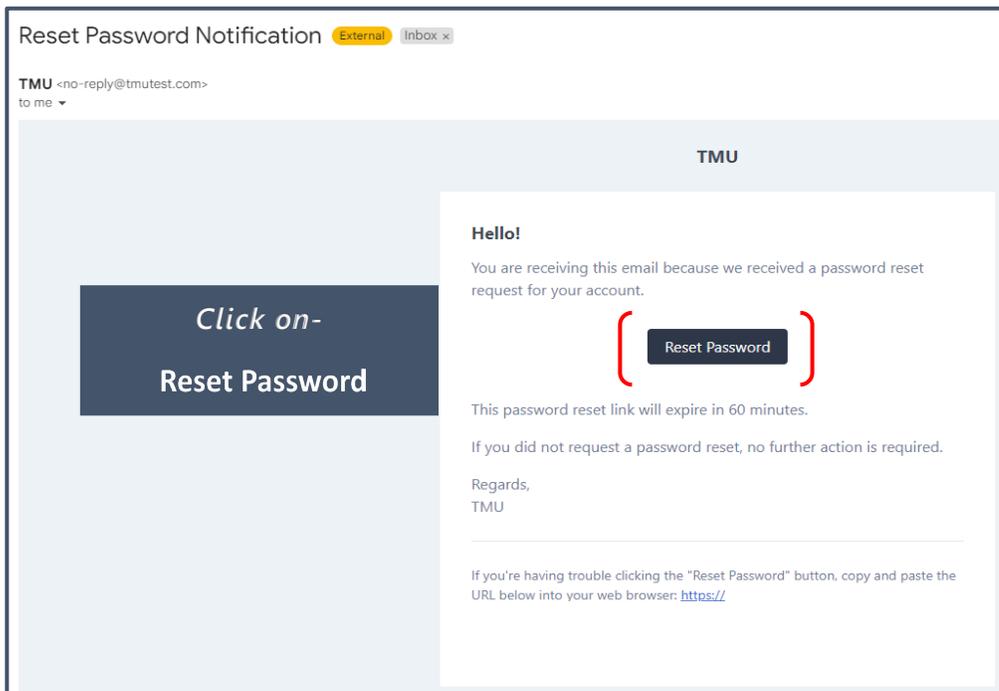
DATE OF BIRTH \*

LAST NAME \*

ZIP CODE \*

Recover Account

*This is what the email will look like (check your junk/spam folder for the email):*



**Note:** If you do not reset your password right away, the link will expire in 60 minutes, and after that time, you will need to request a new link.

# HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU@ TEST SITE INSTRUCTIONS

Reset Your Password

E-MAIL ADDRESS  
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Reset Password

Type in your Password and Confirm Password, then click on – Reset Password

This is an example of a **Test Site** screen you will see:

Welcome, Practice Test Site!  
Viewing Montana CNA (MT CNA) records

Click on – Test Events

Inbox  
See notifications regarding your account

Your Profile  
Manage your personal information

Test Events  
View your scheduled test event dates

Students  
View related training records and people

Home > Testevents

Test Events

Click on – Create

Event List Calendar

Search ID, location, or test observation Press '/' to focus Go 1 found

Per page 15 1 Filters

Create

| LOCATION   | TEST DATE                          | TESTS OFFERED  |
|--|------------------------------------|--|
| Fantastic Observer<br>(262) 564-2757<br>Ended Locked | 01/29/2024<br>12:00 PM MST<br>#214 | Nurse Aide Knowledge<br>1 scheduled 2 seats open<br>Nurse Aide Skill<br>1 scheduled 2 seats open |

# HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU@ TEST SITE INSTRUCTIONS

Home > Testevents > Create

## Create Test Event

CHOOSE DISCIPLINE \*

Nurse Aide

CHOOSE LOCATION \*

Fantastic Test Site (TS)

OBSERVER \*

Observer, Fantastic

PROCTOR

Select Person

ACTOR

Select Person

Total Seats

The available spots to schedule for this event

CNA KNOWLEDGE SEATS

3

CNA SKILL SEATS

3

Date & Time

The date and start time for this event

DATE & TIME \*

01/30/2024 8:00 AM

The start time will be set in the **Mountain** timezone

Add Date

Event Options

Choose the options for this event

THIS IS A REGIONAL EVENT

THIS EVENT IS LOCKED FOR SCHEDULING

THIS IS A FLIGHTED EVENT

THIS IS A PAPER EVENT

OBSERVER IS MENTORING THIS EVENT

OBSERVER IS NOT PAID FOR THIS EVENT

Additional Notes

Save New Event

Event #215 Regional

01/30/2024 8:00 AM MST

Added 1 new Test event.

Event Tests Files

EVENT DISCIPLINE

Nurse Aide

LOCATION

Fantastic Test Site (TS)

OBSERVER

Observer, Fantastic

PROCTOR

Observer filling in

ACTOR

Observer filling in

Change Testing Team

Date & Time

The date and start time for this event

DATE & TIME \*

01/30/2024 8:00 AM

The start time for this event is in the Mountain timezone.

Location

Where this event will take place

Fantastic Test Site (TS)

123 6 st

memphis, TN 12543

Event Options

Choose the options for this event

THIS IS A REGIONAL EVENT

THIS IS A PAPER EVENT

OBSERVER IS MENTORING THIS EVENT

OBSERVER IS NOT PAID FOR THIS EVENT

Actions

Update Event

HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU©  
TEST SITE INSTRUCTIONS

Home > Events > Edit

Event #215 Regional

01/30/2024 8:00 AM MST



Added 1 new Test event.



Event Tests Files

Nurse Aide KNOWLEDGE

Change Seats

Fill Seats

Schedule Walk In

NAME

TESTFORM

1

2

3

Nurse Aide SKILL

Change Seats

Fill Seats

Schedule Walk In

NAME

SKILLTEST

1

2

3