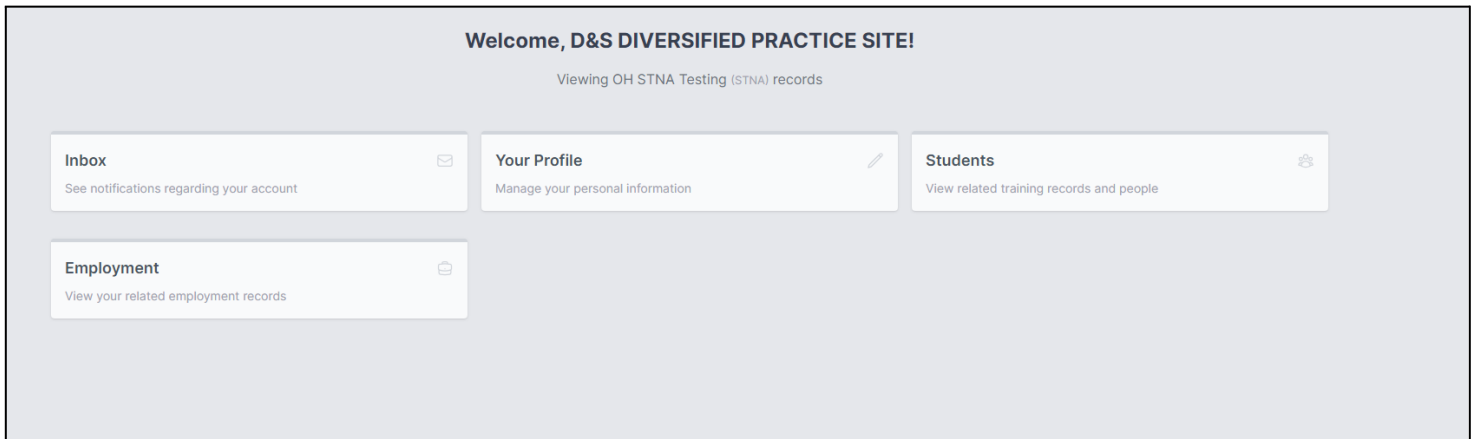


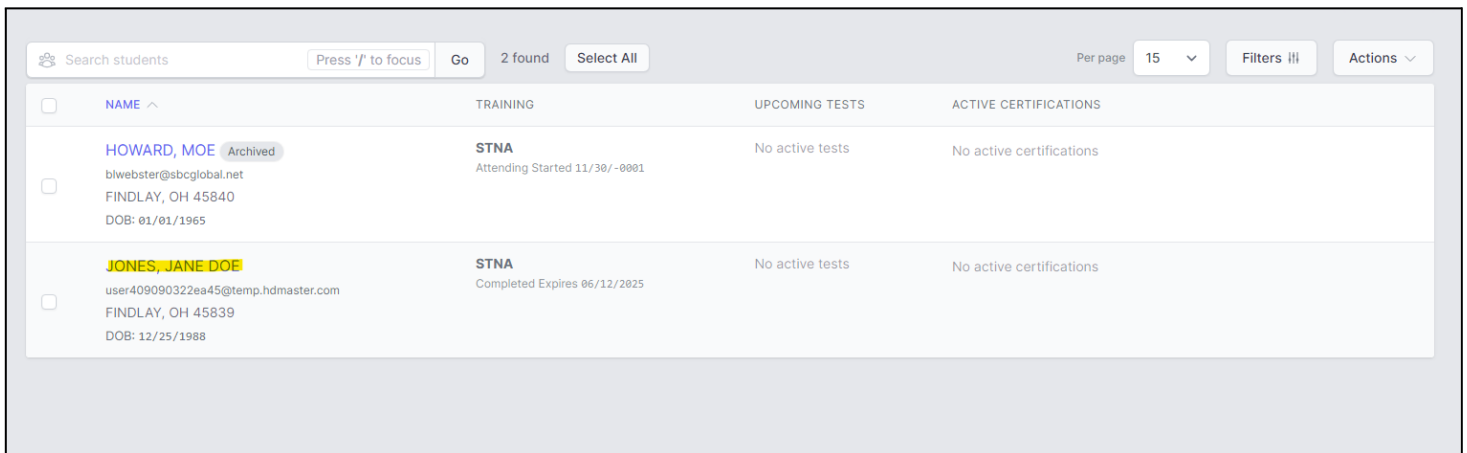
# How to Schedule your Students as a Training Program

\*Note: This process is for those that have already paid for the test and are ready to schedule\*

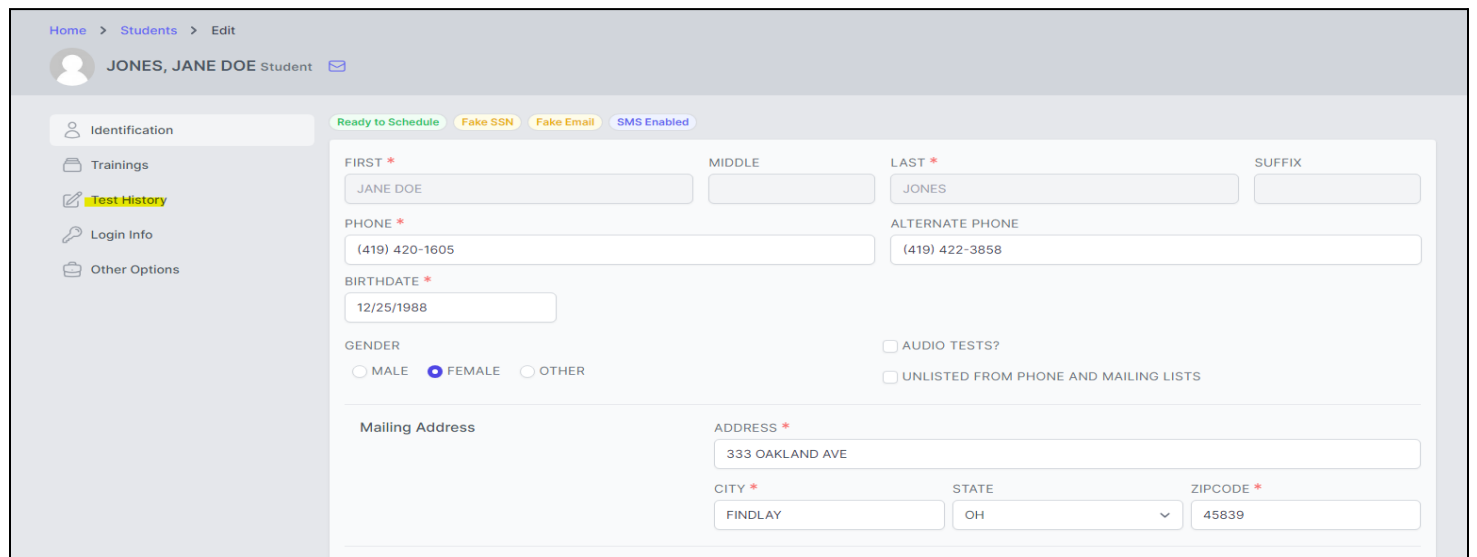
First, sign into your facilities TMU© account:



Click on **Students**- then select your candidate by clicking on the name:



Now that you are in your candidate's file, click **Test History**:



Click on **Schedule:**

JONES, JANE DOE Student

Ready to Schedule Fake SSN Fake Email SMS Enabled

Identification  
Trainings  
Test History  
Login Info  
Other Options

Scheduling

EXAM	REASON	
STNA Knowledge	Eligible	Schedule
STNA Skill	Eligible	Schedule

Make your selection from the list, once the desired event is located, click on the blue button that says **SCHEDULE** to confirm the appointment:

Home > Students > Edit #135340 > Find Event

Find Event OH STNA TESTING - JANE DOE JONES

TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
06/14/2023 9:00 AM EDT #44782	DLM Group (Testing) Cleveland, OH DLM GROUP AND ASSOCIATES LLC -Mallett, Darlene	K STNA S STNA	6 Knowledge Students 5 Skill Students	Schedule
06/15/2023 12:30 PM EDT #45316	D&S DIVERSIFIED TEST CENTER (TESTING) FINDLAY, OH PREMIER TESTING OF OHIO LLC -PHEIFER, BEVERLY Flight #1968	K STNA S STNA	5 Knowledge Students 5 Skill Students	Schedule
06/15/2023 4:00 PM EDT #44798	DLM Group (Testing) Cleveland, OH DLM GROUP AND ASSOCIATES LLC -Mallett, Darlene	K STNA S STNA	4 Knowledge Students 5 Skill Students	Schedule
06/15/2023 9:00 AM EDT #44783	DLM Group (Testing) Cleveland, OH DLM GROUP AND ASSOCIATES LLC -Mallett, Darlene	K STNA S STNA	3 Knowledge Students 2 Skill Students	Schedule
06/17/2023 9:30 AM EDT #45326	BALIZZA HCS (TESTING) CINCINNATI, OH BALIZZA HEALTHCARE SOLUTIONS LLC -Makumbi, Mary	K STNA S STNA	3 Knowledge Students 1 Skill Student	Schedule
06/17/2023 9:30 AM EDT #45323	BALIZZA HCS (TESTING) CINCINNATI, OH BALIZZA HEALTHCARE SOLUTIONS LLC -Kiganda, Harriet	K STNA S STNA	1 Knowledge Student 2 Skill Students	Schedule

Click OK - Your student has been scheduled.

An exam notification will be sent to their credentials on file via email or SMS text (if enabled), or they can check their NOTIFICATIONS (see next page) under their profile:

Home > Students > Jane Doe Jones > Testing

JONES, JANE DOE Student

Identification  
Trainings  
Test History

Student JONES, JANE DOE scheduled into Skill for STNA.  
Student JONES, JANE DOE scheduled into Knowledge for STNA.

Candidates can also check their **NOTIFICATIONS** in their TMU© account, within their profile, for messages:

The screenshot shows the TMU Ohio profile page. At the top, there is a navigation bar with links for Tests, Trainings, Billing, Downloads, and Profile. The Profile link is highlighted with a red box. Below the navigation bar, the user's name 'JANE DOE' is displayed. A notification menu is open, showing options for 'Your Profile', 'Notifications 4', and 'Log Out'. The 'Notifications 4' option is highlighted with a red box. Below the menu, there is a list of notifications with columns for 'TITLE', 'SENT', and 'MESSAGE'. The notifications include 'Removed From Test Event', 'Scheduled Into Event', and 'Training Passed'. A red arrow points from the 'Notifications 4' menu item to the 'VIEW' button of the 'Scheduled Into Event' notification.

Example notification:

The screenshot shows a detailed view of a notification titled 'Scheduled Into Event' received 19 hours ago. The notification text reads: 'You have been scheduled for Knowledge Exam STNA beginning 06/23/2023 7:00 AM EDT at Test Site TOUCHING HEARTS, CHANGING LIVES (TESTING)'. At the bottom, there are links for 'Back to All Messages', 'Send to Trash', and 'Mark as Unread'. A red arrow points from the 'VIEW' button of the notification in the previous screenshot to this detailed view.

To schedule your next student, click on **Students** in the top toolbar and repeat the process until all students are scheduled:

The screenshot shows the 'Students' page in the TMU Ohio system. The page title is 'Students'. There is a search bar with the text 'Search students' and a 'Go' button. Below the search bar, there is a table with columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The table contains one student record for 'HOWARD, MOE'. The 'TRAINING' column shows 'STNA' with a status of 'Completed Expires 06/01/2025'. The 'UPCOMING TESTS' column shows 'No active tests' and the 'ACTIVE CERTIFICATIONS' column shows 'No active certifications'. There are also controls for 'Per page' (set to 15), 'Filters', and 'Actions'.