

If you are an instructor and need a login, you can apply for a login to Idaho TMU <u>here</u>. Or enter <u>https://id.tmutest.com/apply</u> and apply for an Idaho MA-C Instructor login.

### To Enter a Student into TMU© Instructor Guide

To enter students into TMU<sup>©</sup> at the start of their training first log into TMU<sup>©</sup> click on Students.

|   | Welcome, DEFAULT INSTRU                          | JCTOR! |  |   |
|---|--|--------|--|---|
| Inbox<br>See notifications regarding your account       | Your Profile<br>Manage your personal information | P      | Students<br>View related training records and people | ÷ |
| Change Discipline<br>Update the discipline being viewed |  |        | 1  |   |
|   |  |        |  |   |

#### Click the Create button.

| TMU Students C Reports   | ③ Profile                                     | Good   |
|--------------------------|---|--|
| Home > Students Students |   |  |
| 会 Search students        | Press 'I' to focus Go No results Deselect All | Per page 15 V Filters III Actions V Create O |

Enter the Students First & Last Name as it appears on their government issued ID, their personal cell phone number, and their personal e-mail address. The cell phone number and email address are used to receive text notifications regarding testing and renewals. The email address is also used to log into TMU©.

| TMU Students C Reports                      | Profile |                 | DEFAULT |
|---|---------|-----------------|---------|
| Home > Students > Create Create New Student |         |                 |         |
| FIRST *                                     | MIDDLE  | LAST *          | SUFFIX  |
| PHONE *                                     |         | ALTERNATE PHONE |         |
| BIRTHDATE                                   | EMAIL   |                 |         |

| D&S Diversified Technologies LLP | D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER,<br>LLP   | Innovative, quality technology                        |
|----------------------------------|--|---|
| Headmaster LLP                   | Office:         P.O. Box 6609         Helena, MT 59604-6609           OH Office:         P.O. Box 418         Findlay, OH 45839           (888)401-0462         (800)393-8664         (877)851-2355         Fax: (406)442- | solutions throughout<br>the United States since 1985. |
|                                  | 3357 <u>namaster@namaster.com</u>   Website: <u>www.namaster.com</u>   | ATED. July 1, 2022                                    |

Enter the date that the training started and click Save Student

| STARTED * | ENDED | EXPIRES   |       |
|-----------|-------|-----------|-------|
|           |       |           |       |
|           |       |           |       |
|           |       | Save Stud | ent 🔺 |
|           |       | Save Stud | ent 🔺 |

The student will then receive a text and an email to finish completing their record.

# COMPLETING A STUDENT'S TRAINING IN TMU©

Completing a student's training will allow the student to take the medication aide 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":

| TMU SCONSIN                                   |   |                 |                          | 0                               |
|---|---|-----------------|--------------------------|---------------------------------|
| Home > Students<br>Students GO TO OLD VERSION |   |                 |                          |                                 |
| 器 Search students                             |   |                 | 34 results FILT          |                                 |
| NAME ^  | TRAINING  | UPCOMING TESTS  | ACTIVE CERTIFICATIONS    | Select All Matching             |
| Blues, Elwood<br>elwood@gmail.com             | Nursing Assistant<br>Attending Started 01/17/2022 | No active tests | No active certifications | Print Roster Complete Trainings |

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":

| Nursing Assistant         | STARTED 01/17/2022                       | ENDED * |                 |
|---------------------------|--|---------|-----------------|
| CLASSROOM HOURS * CLINICA | IL HOURS *                               |         |                 |
|                           |  |         |                 |
| Blues, Elwood             | Minnesota 1135 Waiver Option (8888) (TP) |         |                 |
|                           |  |         |                 |
|                           |  |         | mploto Training |

The students are now eligible to pay and schedule their state medication aide competency exam.

| D&S Diversified Technologies LLP<br>Headmaster LLP | D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER,<br>LLP<br>MT Office: P.O. Box 6609   Helena, MT 59604-6609<br>OH Office: P.O. Box 418   Findlay, OH 45839<br>(888)401-0462   (800)393-8664   (877)851-2355   Fax: (406)442-<br>3357 hdmaster@hdmaster.com   Website: www.hdmaster.com | Innovative, quality technology<br>solutions throughout<br>the United States since 1985. |
|--|---|---|
|  | UPI   | <b>DATED:</b> July 1, 2023  |

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

We all have students that do not finish a medication 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<br>ENNESSEE | 🖧 Students | C Reports   | Profile                     |                 |          | SAMPLE SAMPLE |
|-----------------|------------|-------------|-----------------------------|-----------------|----------|---------------|
|                 |            | We          | Icome, SAMPLE IN            | ISTRUCTO        | DR!      |               |
|                 |            |             | Viewing Certified Nurse Aid | e (CNA) records | /        |               |
| Inbox           |            |             | Your Profile                | 0               | Students |               |
| Coo potifico    |            | o o o o unt |                             | 17 - C          |          |               |

You can search for the student by placing their name in the search box with the people icon and selecting "Go". Once you found the student in the list, select "Edit" on the right side of the screen across from their name:

| nu | inc.    |   |     |  |                 |                                  |               |
|----|---------|---|-----|--|-----------------|----------------------------------|---------------|
|    | Student | is  |     |  |                 |                                  |               |
|    | 😤 slee  | , py  | × G | o 1 found Select All                       |                 | Per page 15 v Filters III Action | ns 🗸 Create ⊙ |
|    |         | NAME A  |     | TRAINING                                   | UPCOMING TESTS  | ACTIVE CERTIFICATIONS            | 1             |
|    |         | Dwarf, Sleepy<br>student765548710bdb4@temp.hdmaster.com |     | Nurse Aide<br>Attending Started 06/01/2023 | No active tests | No active certifications         | Actions Edit  |

## Click on "Trainings"

Once there you will click the actions button and select "Edit":

| Home > Students > Sleepy Dwarf > | Trainings          |                      |                       |                 |       |         |           |
|----------------------------------|--------------------|----------------------|-----------------------|-----------------|-------|---------|-----------|
| Dwarf, Sleepy Student 🖂          |                    |                      |                       |                 |       |         |           |
| Identification                   | Incomplete Student | Fake Email Audio Tes | sts SMS Enabled       |                 |       |         |           |
| Trainings                        | TRAINING           | STATUS               | TRAINING PROGRAM      | INSTRUCTOR      | ENDED | EXPIRES | +         |
| Z Test History                   | Nurse Aide         | Attending            | Good Training Program | Good Instructor |       |         | Actions ~ |
| Employments                      |                    |                      |                       |                 |       |         | Edit      |
| Login Info                       |                    |                      |                       |                 |       |         |           |

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       |
| 0770072021              | Personal Reasons     |
| CLASSROOM HOURS         | Criminal History     |
|                         | Financial Reasons    |
| 0.00                    | Moving               |
| CLINICAL HOURS          | Behavior             |
| 0.00                    | Language Skills      |

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 | ENDED * |     |              |     |     | EXPIRES |  |
|-------------------|------|---------|-----|--------------|-----|-----|---------|--|
| 07/05/2021        |      |         |     |              |     |     |         |  |
|                   | <    |         | Jul | <b>y</b> 202 | 21  |     | >       |  |
| CLASSROOM HOURS   | Sun  | Mon     | Tue | Wed          | Thu | Fri | Sat     |  |
| 0.00              | 27   |         |     |              |     |     |         |  |
| CLINICAL HOURS    | 4    |         |     |              | 8   |     | 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.