

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 INSTRUCTOR! Viewing Certified Nurse Aide (CNA) records					
Inbox See notifications regarding your account		Your Profile Manage your personal information	P	Students View related training records and people	÷
Change Discipline 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, LLP	Innovative, quality technology
Headmaster LLP	MT 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 the United States since 1985.
	3357 <u>hdmaster@hdmaster.com</u>   Website: <u>www.hdmaster.com</u>	DATED: July 1, 2023

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 Students GO TO OLD VERSION				
器 Search students			34 results FILT	
NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS	Select All Matching
Blues, Elwood elwood@gmail.com	Nursing Assistant 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":

TRAINING Nursing Assistant	STARTED 01/17/2022	ENDED *	
CLASSROOM HOURS * CLINICA	L HOURS *		
Blues, Elwood	Minnesota 1135 Waiver Option (8888) (TP)		
			mplete Training

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

D&S Diversified Technologies LLP Headmaster LLP	D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP MT 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- 3357 hdmaster@hdmaster.com   Website: www.hdmaster.com	Innovative, quality technology solutions throughout the United States since 1985.
	UPI	DATED: 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	😤 Students	C Reports	Profile			SAMPLE
		We	lcome, SAMPLE IN	STRUCTO	DR!	
			Viewing Certified Nurse Aide	(CNA) records	1	
Inbox			Your Profile	0	Students	
See notifica	tions regarding your	account	Manage your personal informa	tion	View related training reco	rds and neonle

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:

Studen	Its				
🗞 sle	еру	× Go	1 found Select All		Per page 15 V Filters III Actions V Create C
	NAME A	1	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
	Dwarf, Sleepy student765548710bdb4@temp.hdmaster.com		Nurse Aide Attending Started 06/01/2023	No active tests	No active certifications

## Click on "Trainings"

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

Home > Students > Sleepy Dwarf >	Trainings						
Dwarf, Sleepy Student 🖂							
	Incomplete Student	Fake Email Audio Te	sts SMS Enabled				
Trainings	TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	+
🖉 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
07/03/2021	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								
	<			<b>y</b> 202			>	
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.