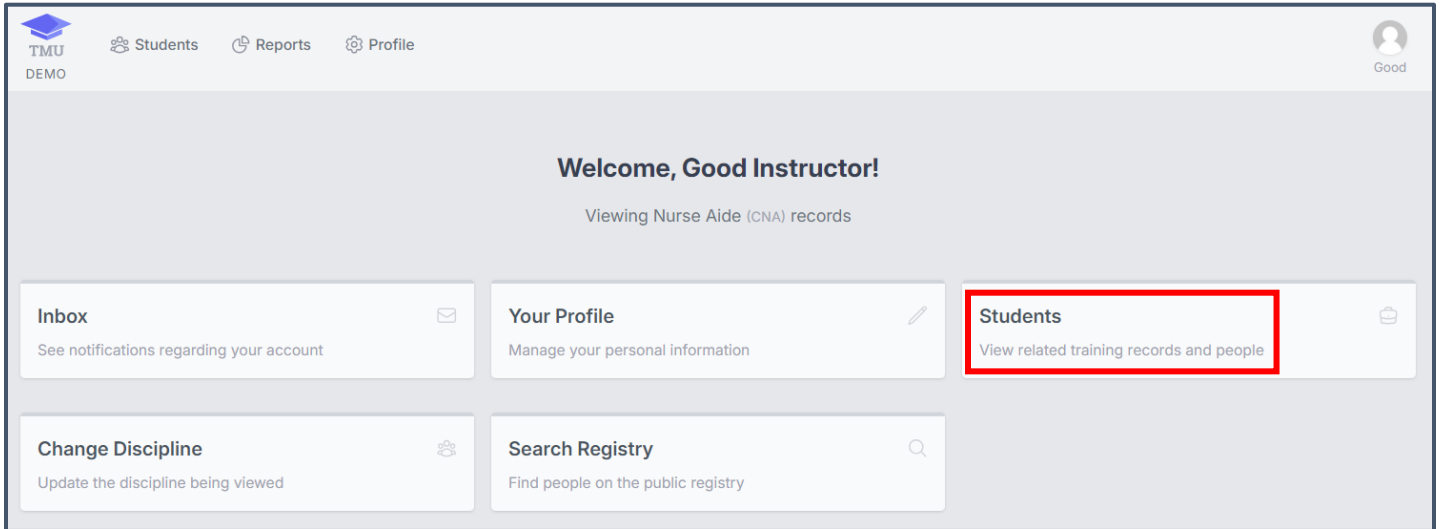


INSTRUCTORS

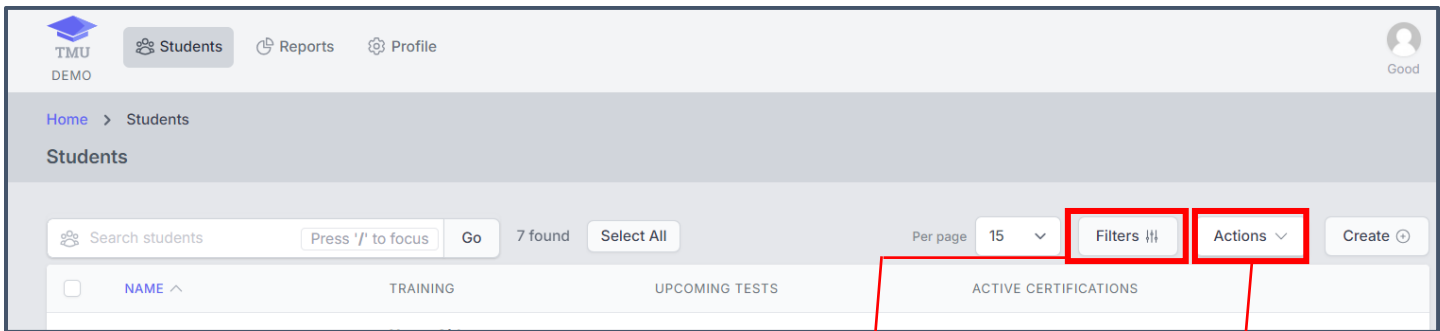
How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

Sign in to your **Instructor** record in your state's TMU© database using your Instructor Email or Username and Password.

Click on **STUDENTS**:

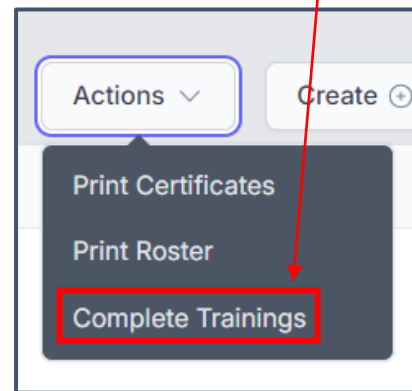


Click on **FILTERS**:



Or click on **ACTIONS** and **COMPLETE TRAININGS**:

(You can then individually select candidates to complete trainings, or complete trainings for a group of candidates.)



See next page for the **FILTERS** options.

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

Filters RESET FILTERS ×

Demographics ×

RECORD STATUS
Choose One ▼

LOCATION
Choose one ▼

DATE OF BIRTH
MM/DD/YYYY

ELIGIBLE TO SCHEDULE FOR
Choose One ▼

Certifications ×

CERTIFICATION NAME

Training ×

TRAINING NAME
Choose One ▼

TRAINING STATUS
Choose One ▼

TRAINED AT
Choose one ▼

TRAINING START DATE
MM/DD/YYYY to MM/DD/YYYY ×

TRAINING END DATE
MM/DD/YYYY to MM/DD/YYYY ×

TRAINING EXPIRATION DATE
MM/DD/YYYY to MM/DD/YYYY ×

Other ×

ADA ACCOMMODATION
Choose One ▼

ADA STATUS
Choose One ▼

Under **TRAINING**, select **ATTENDING** under the **TRAINING STATUS**.

TRAINING STATUS

Choose One ▼

Choose One

Attending

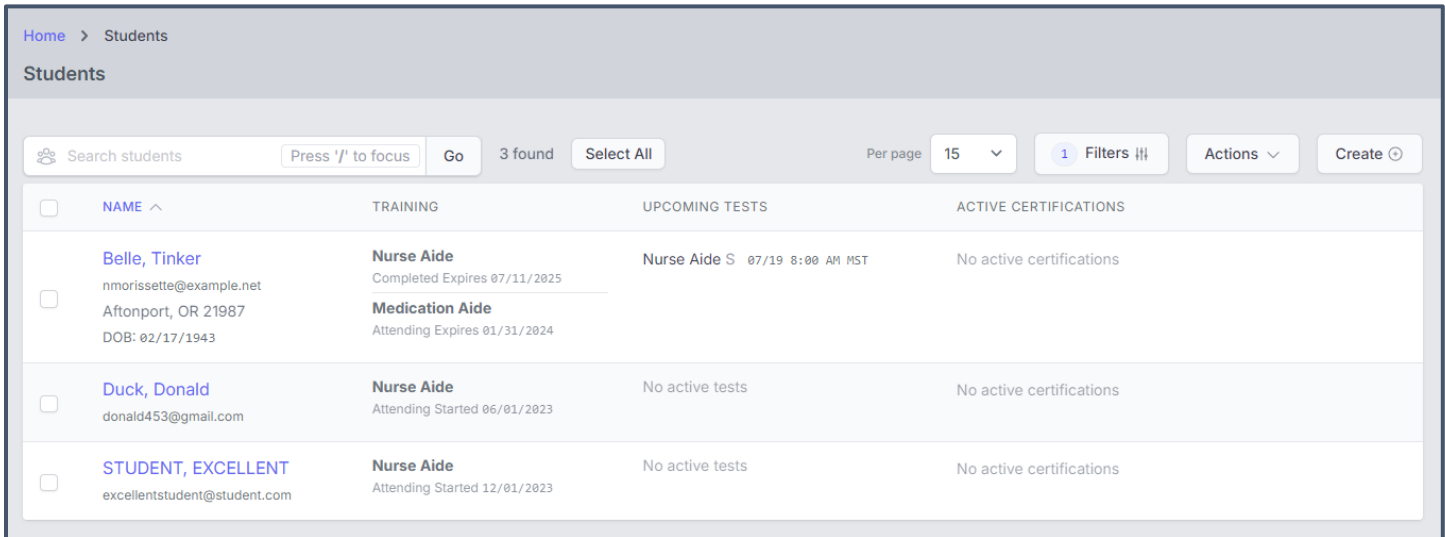
Passed

Failed

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU@ (For those students/candidates who have successfully completed a training program.)

The list of Students who are **ATTENDING** will show up:



Home > Students

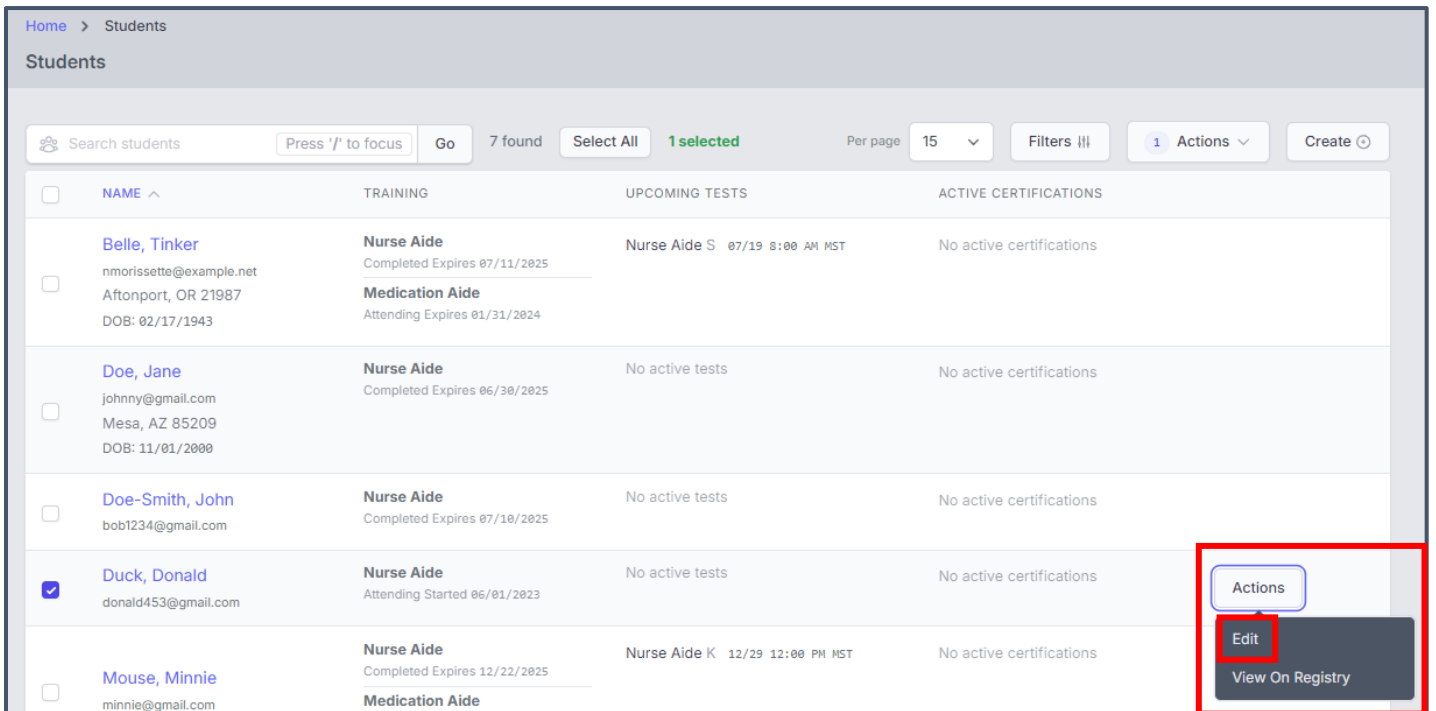
Students

Search students Press '/' to focus Go 3 found Select All Per page 15 1 Filters Actions Create

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/>	Belle, Tinker nmorrisette@example.net Aftonport, OR 21987 DOB: 02/17/1943	Nurse Aide Completed Expires 07/11/2025 Medication Aide Attending Expires 01/31/2024	Nurse Aide S 07/19 8:00 AM MST	No active certifications
<input type="checkbox"/>	Duck, Donald donald453@gmail.com	Nurse Aide Attending Started 06/01/2023	No active tests	No active certifications
<input type="checkbox"/>	STUDENT, EXCELLENT excellentsstudent@student.com	Nurse Aide Attending Started 12/01/2023	No active tests	No active certifications

For both the Filters or Actions/Complete Trainings options.

You can individually select a student by placing a checkmark in the box to the left of their name to complete training for. Then click **EDIT** in **ACTIONS**:



Home > Students

Students

Search students Press '/' to focus Go 7 found Select All 1 selected Per page 15 Filters 1 Actions Create

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/>	Belle, Tinker nmorrisette@example.net Aftonport, OR 21987 DOB: 02/17/1943	Nurse Aide Completed Expires 07/11/2025 Medication Aide Attending Expires 01/31/2024	Nurse Aide S 07/19 8:00 AM MST	No active certifications
<input type="checkbox"/>	Doe, Jane johnny@gmail.com Mesa, AZ 85209 DOB: 11/01/2000	Nurse Aide Completed Expires 06/30/2025	No active tests	No active certifications
<input type="checkbox"/>	Doe-Smith, John bob1234@gmail.com	Nurse Aide Completed Expires 07/10/2025	No active tests	No active certifications
<input checked="" type="checkbox"/>	Duck, Donald donald453@gmail.com	Nurse Aide Attending Started 06/01/2023	No active tests	No active certifications
<input type="checkbox"/>	Mouse, Minnie minnie@gmail.com	Nurse Aide Completed Expires 12/22/2025 Medication Aide	Nurse Aide K 12/29 12:00 PM MST	No active certifications

Actions
Edit
View On Registry

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

The individually selected Student's record will open up, then, click on **TRAININGS**:

Home > Students > Edit

Duck, Donald Student

Identification **Incomplete Student** SMS Enabled

Trainings

Test History

Employments

Login Info

FIRST * MIDDLE LAST * SUFFIX

Donald

PHONE * ALTERNATE PHONE

(564) 111-2222

BIRTHDATE *

GENDER MALE FEMALE OTHER AUDIO TESTS? UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address ADDRESS *

CITY * STATE * ZIPCODE *

Select State

Sponsor SPONSOR

No Sponsor

Actions Save Changes

Click on **ACTIONS** and choose **EDIT**:

Home > Students > Donald Duck > Trainings

Duck, Donald Student

Identification **Incomplete Student** SMS Enabled

Trainings

Test History

Employments

Login Info

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES
Nurse Aide	Attending Normal	Good Training Program	Good Instructor		

Actions Edit

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU@
(For those students/candidates who have successfully completed a training program.)

Choose **COMPLETED** under **STATUS**.

Home > Students > Donald Duck > Edit Training

Edit Training

STUDENT
Donald Duck

CHOOSE DISCIPLINE *
Nurse Aide

CHOOSE TRAINING *
Nurse Aide

CHOOSE TRAINING PROGRAM *
Good Training Program

CHOOSE INSTRUCTOR *
Instructor, Good

STATUS
Attending

TYPE
Normal

STARTED *
06/01/2023

ENDED

EXPIRES

CLASSROOM HOURS
0.00

CLINICAL HOURS
0.00

DISTANCE HOURS
0.00

LAB HOURS
0.00

TRAINEESHIP HOURS
0.00

STATUS
Attending
Attending
Completed
Incomplete
06/01/2023

Save Changes

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

When **COMPLETED** is selected, the **ENDED*** date box will become active. Enter the student's **TRAINING COMPLETION DATE, CLASSROOM HOURS, CLINICAL HOURS** and/or **LAB HOURS** (per your state requirements), and click **SAVE CHANGES**:

NOTE: The **EXPIRES** date will be automatically populated based on your state's requirements.

STATUS	TYPE
Completed	Normal
STARTED *	ENDED *
06/01/2023	
EXPIRES	
CLASSROOM HOURS	CLINICAL HOURS
0.00	0.00
DISTANCE HOURS	LAB HOURS
0.00	0.00
TRAINEESHIP HOURS	
0.00	
Save Changes	

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

A new screen with the message that training has been updated and showing the student's **STATUS** as completed will open. The student will get an email and text message, along with a notification in their TMU© record, that their training has been completed.

The screenshot shows a user profile for 'Duck, Donald Student'. A green notification banner at the top reads 'Updated training.' with a checkmark icon. Below the notification, there are two status indicators: 'Incomplete Student' (red) and 'SMS Enabled' (blue). A table lists training records with columns for TRAINING, STATUS, TRAINING PROGRAM, INSTRUCTOR, ENDED, and EXPIRES. The 'STATUS' column for the 'Nurse Aide' training is highlighted with a red box and shows 'Completed' (green) and 'Normal' (grey) options. The 'ENDED' and 'EXPIRES' columns for the same training are also highlighted with a red box, showing dates 12/18/2023 and 12/18/2025 respectively. A sidebar on the left contains navigation links for Identification, Trainings, Test History, Employments, and Login Info.

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	Actions
Nurse Aide	Completed Normal	Good Training Program	Good Instructor	12/18/2023	12/18/2025	Actions

Please refer your students to read their state's Candidate Handbook that can be found on D&SDT-HEADMASTER's main webpage www.hdmaster.com, click on your state, [or within their TMU© account under the Downloads tab – instructions are in the handbook] for information on completing their accounts, paying testing fees (if they self-pay), scheduling a test date, etc.

For Training Programs and Sponsoring Facilities, please refer to the '**How to Pay Testing Fees**' document on your state's webpage at www.hdmaster.com, click on your state.

COMPLETING MULTIPLE TRAININGS

To complete multiple trainings (class or group of students), you can filter by the START DATE to select the students from a specific class. The start and completion dates have to be the exact same in order to complete multiple trainings. If students have different start dates, you would need to complete their trainings individually.

The screenshot shows the 'Students' page in TMU©. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. Below the navigation, there is a search bar with the text 'Search students' and a 'Go' button. To the right of the search bar, it says '7 found' and 'Select All'. Further right, there are controls for 'Per page' (set to 15), 'Filters', 'Actions', and 'Create'. Below these controls is a table header with columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'.

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

Training

TRAINING NAME
Choose One

TRAINING STATUS
Choose One

TRAINED AT
Choose one

TRAINING START DATE
09/12/2023

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Under **TRAINING** in the filters, select the **Training Start Date** to filter just those students with the specific start date.

The group of students with the specific training start date will pull up. Put a checkmark in the box to the left of their names to select the students you wish to complete trainings.

Home > Students

Students

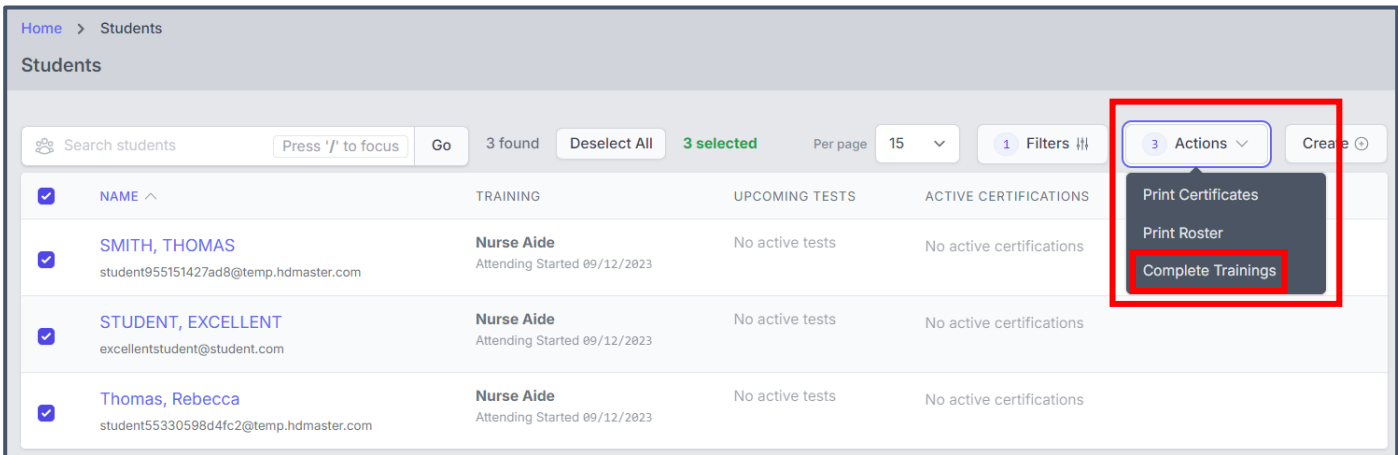
Search students Press **↵** to focus 3 found 3 selected Per page 15

<input checked="" type="checkbox"/>	NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/>	SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/>	STUDENT, EXCELLENT excellentstudent@student.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/>	Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU@
(For those students/candidates who have successfully completed a training program.)

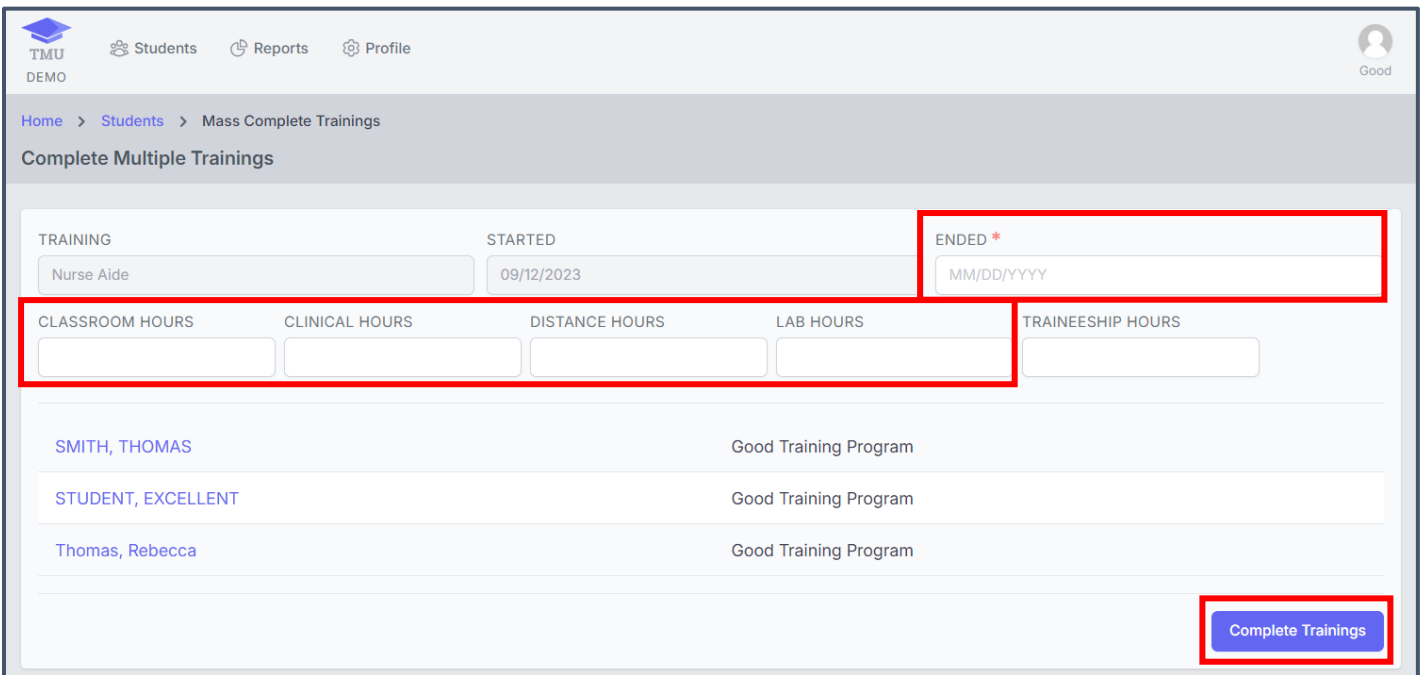
Then, click on **ACTIONS** and choose **COMPLETE TRAININGS**:



The screenshot shows the 'Students' page in the TMU@ system. At the top, there is a search bar and navigation options. Below that, a table lists three students: SMITH, THOMAS; STUDENT, EXCELLENT; and Thomas, Rebecca. All are listed as 'Nurse Aide' training. The 'ACTIONS' dropdown menu is open, showing options: 'Print Certificates', 'Print Roster', and 'Complete Trainings', which is highlighted with a red box.

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/> SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/> STUDENT, EXCELLENT excellentstudent@student.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/> Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications

The Mass Complete Trainings screen will open up. Enter the **ENDED*** (training completion date), **CLASSROOM HOURS**, **CLINICAL** and/or **LAB HOURS** (per your state requirements) and click on **COMPLETE TRAININGS**:

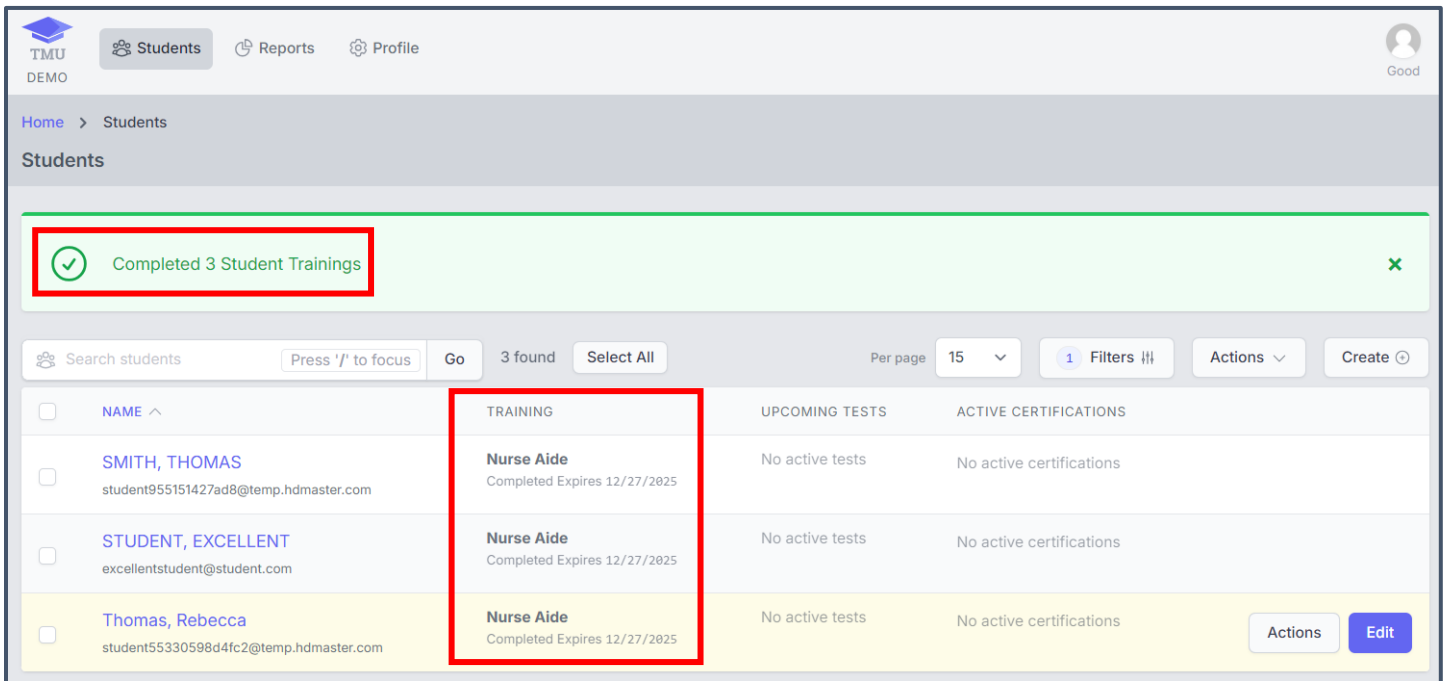


The screenshot shows the 'Complete Multiple Trainings' screen. It has a header with 'TMU DEMO' and navigation links. The main area contains several input fields: 'TRAINING' (Nurse Aide), 'STARTED' (09/12/2023), 'ENDED*' (MM/DD/YYYY), 'CLASSROOM HOURS', 'CLINICAL HOURS', 'DISTANCE HOURS', 'LAB HOURS', and 'TRINEESHIP HOURS'. Below these fields, there is a list of students: SMITH, THOMAS; STUDENT, EXCELLENT; and Thomas, Rebecca, each with a 'Good Training Program' status. A 'Complete Trainings' button is located at the bottom right, highlighted with a red box.

INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©
(For those students/candidates who have successfully completed a training program.)

Under the STUDENTS page, you will get the message **'Completed 3 Student Trainings'** with the student records **TRAINING** showing completed:



The screenshot shows the TMU DEMO interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. A notification banner at the top left states 'Completed 3 Student Trainings' with a green checkmark icon. Below this, a search bar shows '3 found' results. A table lists the training records for three students. The 'TRAINING' column is highlighted with a red box, showing 'Nurse Aide' training completed for each student, with an expiration date of 12/27/2025. The 'UPCOMING TESTS' and 'ACTIVE CERTIFICATIONS' columns show 'No active tests' and 'No active certifications' for all students. The table has columns for NAME, TRAINING, UPCOMING TESTS, and ACTIVE CERTIFICATIONS. The first two rows are white, and the third row is yellow. There are 'Actions' and 'Edit' buttons at the bottom right of the table.

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Completed Expires 12/27/2025	No active tests	No active certifications
<input type="checkbox"/> STUDENT, EXCELLENT excellentsstudent@student.com	Nurse Aide Completed Expires 12/27/2025	No active tests	No active certifications
<input type="checkbox"/> Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	Nurse Aide Completed Expires 12/27/2025	No active tests	No active certifications

If you have questions, please call D&SDT-HEADMASTER at (888)401-0462.