

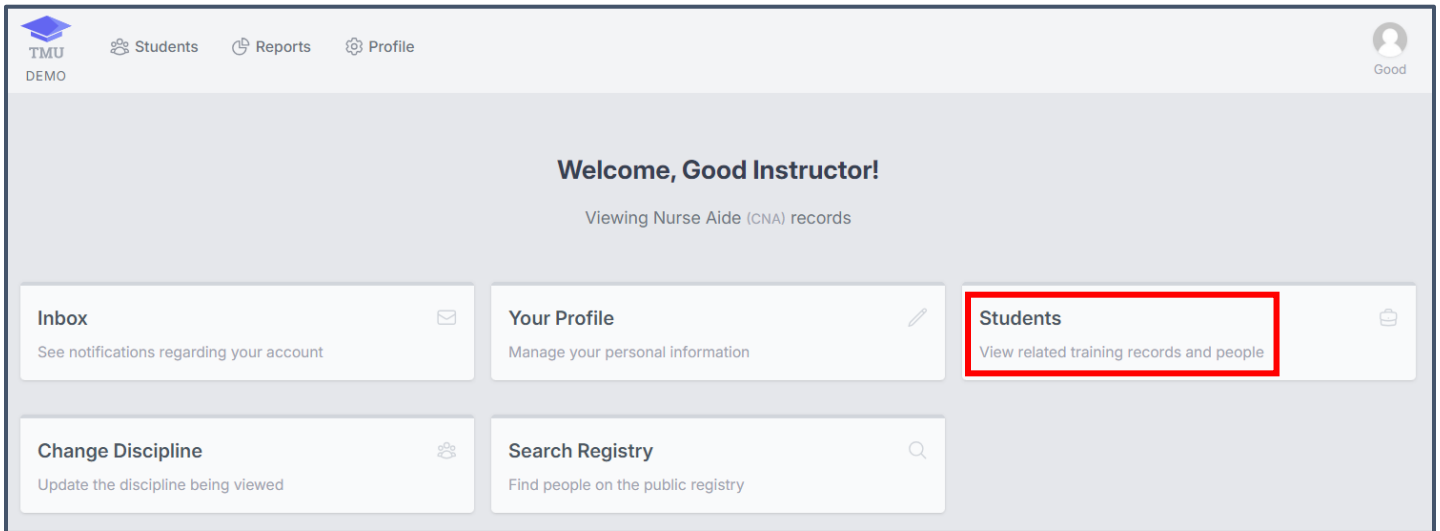
INSTRUCTORS

How to Enter Students/Candidates in TMU©

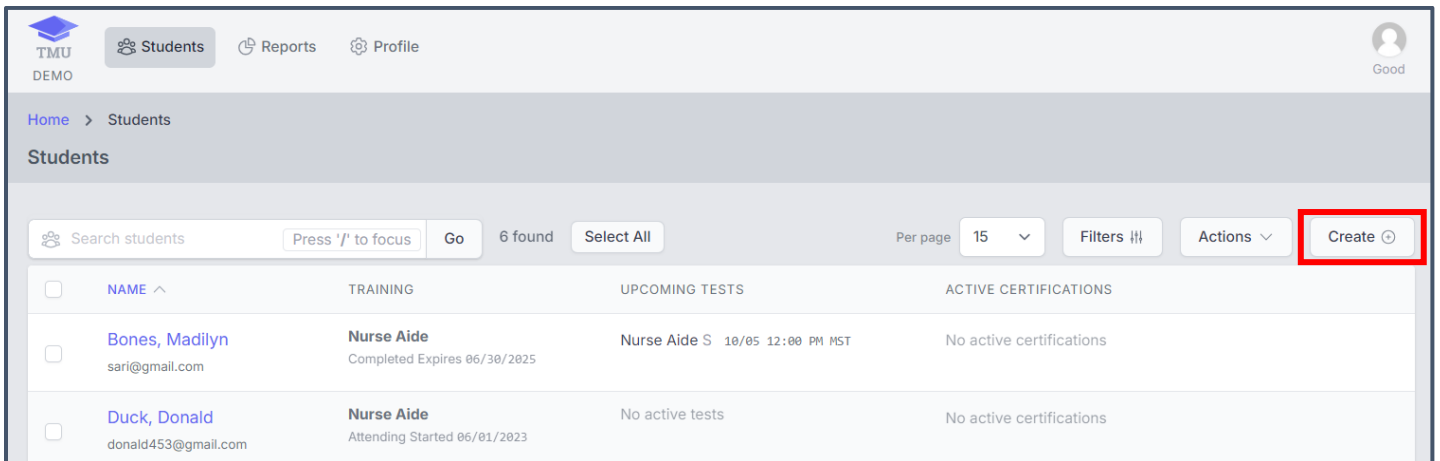
At Start of Training

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 **CREATE**:



See the **CREATE NEW STUDENT** screen shot on next page with the fields that need to be entered.

Enter the five required fields with the **red ***. It is important that the information entered is correct. (If the student's **FIRST** and **LAST** names do not **exactly match** the printed names on their ID(s) when they check in for their exam, they are not allowed to test.)

1. **First Name** [exactly as printed on their required ID(s) they need to present at test check in]
2. **Last Name** [exactly as printed on their required ID(s) they need to present at test check in]
3. **Phone #** [student's personal number (usually a cell phone #)]
4. **Email** [student's personal email that they check]
5. **Training Start Date**

Then click **SAVE STUDENT**

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At Start of Training

Home > Students > Create
Create New Student

Make sure the student's first and last name **EXACTLY MATCH** the printed name on their required ID(s) they need to present at testing when they check in.

FIRST *	MIDDLE	LAST *	SUFFIX
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE *	ALTERNATE PHONE		
<input type="text"/>	<input type="text"/>		
BIRTHDATE	EMAIL *		
<input type="text"/>	<input type="text"/>		

Enter the student's **personal** phone number.
Enter the student's **personal** email address.

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

Mailing Address

ADDRESS
CITY STATE ZIPCODE

Initial Training

The discipline, training, training program and instructor will default to your information.

Enter the student's **TRAINING START DATE.**

CHOOSE DISCIPLINE *
CHOOSE TRAINING *
CHOOSE TRAINING PROGRAM *
CHOOSE INSTRUCTOR *
STATUS TYPE
STARTED * ENDED
EXPIRES
CLASSROOM HOURS CLINICAL HOURS
DISTANCE HOURS LAB HOURS
TRAINEESHIP HOURS

Please see the Training Program and Sponsoring Facilities 'How to Pay Testing Fees' document.
SPONSOR is for those students affiliated with a sponsor who will be paying the student's testing fees, you would select the sponsor from the drop-down list.

Sponsor

SPONSOR

Save Student

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At Start of Training

When you click **SAVE STUDENT**, the student's record is added as **INCOMPLETE** and the **STUDENT VERIFICATION** will open. Click **PRINT** to print a copy for your records if you wish.

The student will be sent an email with this information. They need to check that the information is accurate. Their **EMAIL**, **USERNAME** and **temporary PASSWORD** are provided.

- The student will need to sign in to their account in TMU©, update their password and complete their demographic information.
- Please refer your students to read their state's Candidate Handbook available on the D&SDT-HEADMASTER main webpage at www.hdmaster.com for further information.

Home > Students > Verification

Student Verification


✓ Student added as incomplete

! This student has been sent an email with this information. Feel free to print this page for your records.

Identification	
Name	STUDENT, EXCELLENT
Gender	
Phone	(444) 555-2222
Date of Birth	Unavailable
Address	Unavailable

Login Information	
URL	https://demo.tmu.dev.com
Email	excellentstudent@student.com
Username	estudent
Password	qbgXRL38

Initial Training	
Training	Nurse Aide
Status	Attending
Training Program	Good Training Program
Started	12/01/2023

 Print [Continue to Student](#) →

NOTE: The STUDENT VERIFICATION is not saved and cannot be replicated, when this screen opens, it is the only time it will be viewable. (The candidate will be emailed the information and you may print a copy for your records.) **Please call D&SDT-HEADMASTER if you have questions at (888)401-0462.**