



CANDIDATE INSTRUCTIONS  
**HOW TO COMPLETE YOUR TMU@ ACCOUNT**  
(AFTER YOU HAVE BEEN ENTERED IN YOUR STATE'S TMU@ DATABASE)



Once your initial registration information has been entered in your state's TestMaster Universe (TMU@) database by your training program (or via another method), you will receive a confirmation email from TMU@ that your account has been created.

**IMPORTANT:** Before you can test, you must sign in to your TMU@ account using your secure Email or Username and Password and complete the missing demographic information prior to testing. Failure to do so may result in your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees.

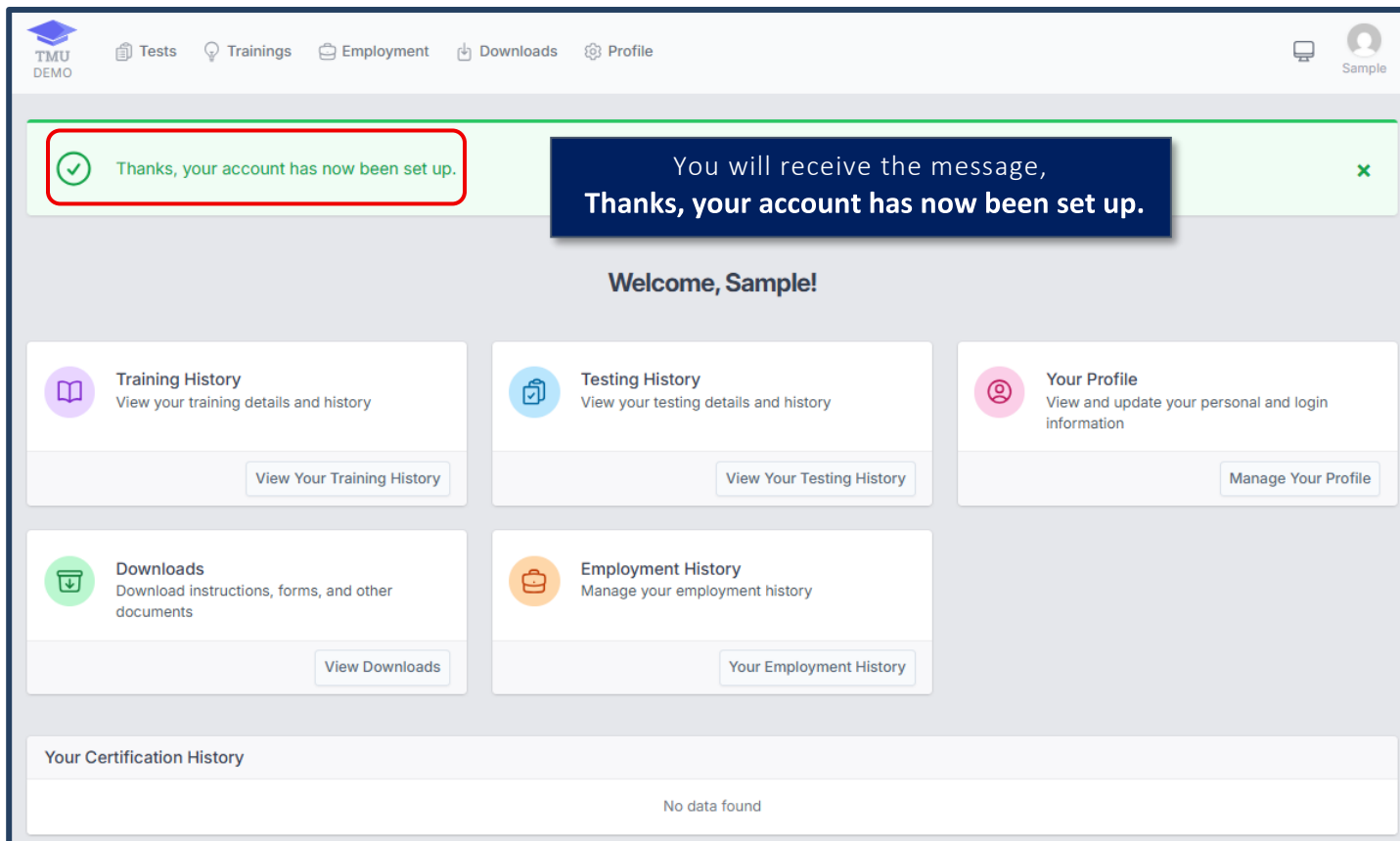
- Upon receiving your confirmation email from TMU@ (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete and verify your demographic information. **This must be done before scheduling a test event.**

You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see the '[TMU@-How to Sign In and Forgot Your Password Reset](#)' Instructions document or [Candidate Handbook](#) on your state's webpage [www.hdmaster.com](http://www.hdmaster.com), then click on your state.) If you are unable to sign in for any reason, contact D&SDT-Headmaster at (800)393-8664.

*This is the screen you will see the first time you sign in to your TMU@ account with the demographic information you need to enter to complete your account:*

The screenshot shows the 'Setup Account' page in the TMU@ system. At the top, there is a navigation bar with 'Tests', 'Trainings', 'Employment', 'Downloads', and 'Profile'. Below this, the page title is 'Setup Account'. A blue callout box with white text says: 'Enter the blank \* fields and click the box to the left of 'I agree to the Terms of Service and Privacy Policy' then click Finish Account Setup'. Below this, a red-bordered box contains the message: 'We're Sorry, Your Account Still Needs Some Info. Enter the below information to finish setting up your account.' The form fields include: LEGAL FIRST NAME \* (Sample), MIDDLE, LEGAL LAST NAME \* (Student), SUFFIX, SSN \* (Encrypted for your safety), BIRTHDATE \*, PHONE \*, ADDRESS \*, CITY \*, STATE \* (Select State), and ZIPCODE \*. At the bottom of the form, there is a checkbox for 'I agree to the Terms of Service and Privacy Policy \*'. A 'DISCLAIMER' section at the bottom states: 'By completing your account you consent to your name and certification status being publicly listed on the Demo registry'. A red-bordered button labeled 'Finish Account Setup' is located at the bottom right of the page.

This is an example of the main candidate screen you will see after your account has been set up:



**NOTE:** Please refer to your state’s Candidate Handbook for more detailed information and instructions.

All Candidate Handbooks can be found on the D&SDT-HEADMASTER main web page at [www.hdmaster.com](http://www.hdmaster.com), then click on your state.

**If you have questions or need assistance, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, excluding holidays.**