		D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP	
\sum	D&S Diversified Technologies LLP	MT Office: P.O. Box 6609 Helena, MT 59604-6609	Innovative, quality technology
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(🔊	Headmaster LLP	(888)401-0462 (800)393-8664 (877)851-2355 Fax: (406)442-3357	the United States since 1985.
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UPDATED: March 31, 2022

TMU© INSTRUCTIONS

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

We all have students that do not finish a nurse 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	證 Students	(Reports	Profile			SAMPLE ~
		W	elcome, SAMPLE	INSTRUCTO)RI	
			Viewing Certified Nurse		/	
Inbox			Your Profile	1	Students	
	ions regarding your		Your Profile Manage your personal infe		Students View related training reco	

You can search for the student by placing their name in the "Search For" field and selecting "Search". Once you found the student in the list, select "View" on the right side of the screen across from their name:

Students	S Create New St	udent			Students
SEARCH B	Y	SEARCH FOR			
Name	~	Enter search term	Search	All Completed Attending	Eligible to Tes
TRAINING	PROGRAM	_			
All Train	ing Programs		~		
SEARCH FI	ILTERS Clear All F	Filters			
FILTER TY	YPE	SEARCHING	g for		
FILTER TY	YPE	searching			REMOV
	YPE NAME •			UPCOMING EVENTS	REMOV

Click on "Trainings"

Once there you will click the three dots and "Edit":

D&S Diversified Teo Headmaste	-	LP	OH Of 88)401-0462 (8	: P.O. Box 6609 fice: P.O. Box 4 00)393-8664 (Helena 18 Findl 877)851-	, MT 59604-660 ay, OH 45839	9 5)442-3357	Innovative, quality technology solutions throughout the United States since 1985.
							UPD/	ATED: March 31, 2022
Home > Students > Jel								
O Identification	Incomplete Student	SMS Enabled						
Trainings	TRAINING S	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES		
🖉 Test History	Nursing Assistant	Attending	SAMPLE TRAINING	SAMPLE			ור	
🖉 Login Info	Assistent		PROGRAM (TP)	INSTRUCTOR	Ed	it		

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	
0,,00,2021		Personal Reasons	
CLASSROOM HOURS		Criminal History	
		Financial Reasons	
0.00		Moving	
CLINICAL HOURS		Behavior	

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	D *	-			-		EXPIRES
07/05/2021	1							
	<			y 202			\rightarrow	
0.00	Sun 27	Mon 28	29	Wed 30	1	Fri 2	Sat 3	
0.00								
CLINICAL HOURS	4				8			
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.