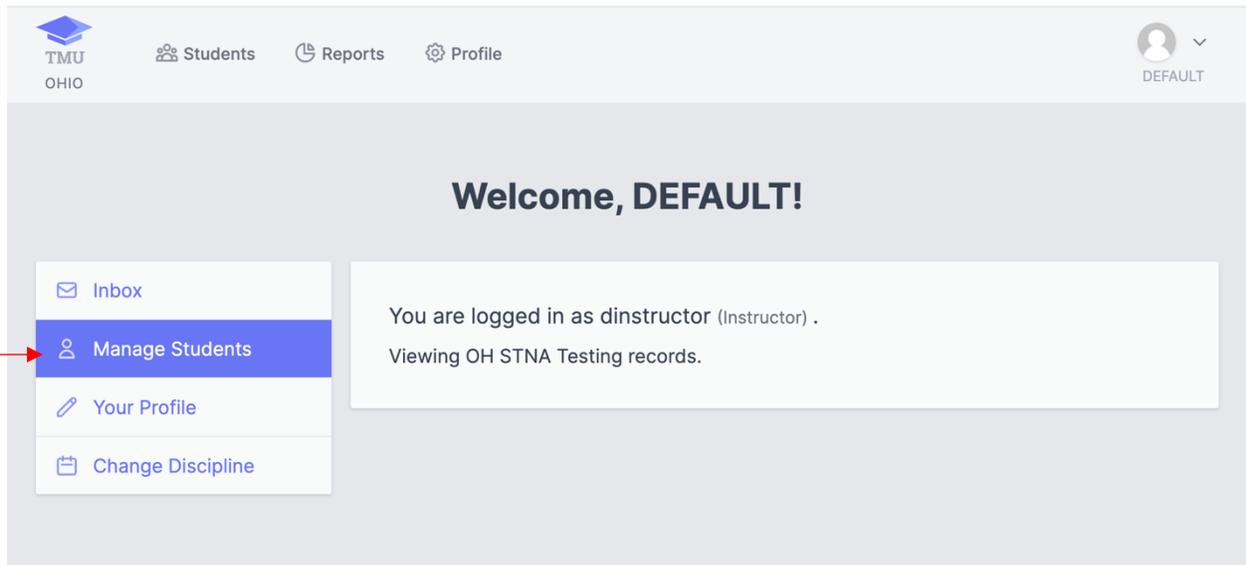


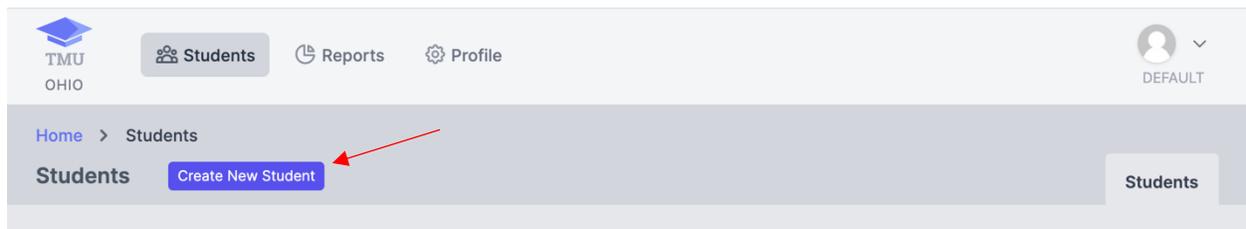
## To Enter a Student into TMU©

In order to enter students into TMU© at the start of their training first log into ar.tmumiverse.com, click on [Manage Students](#)



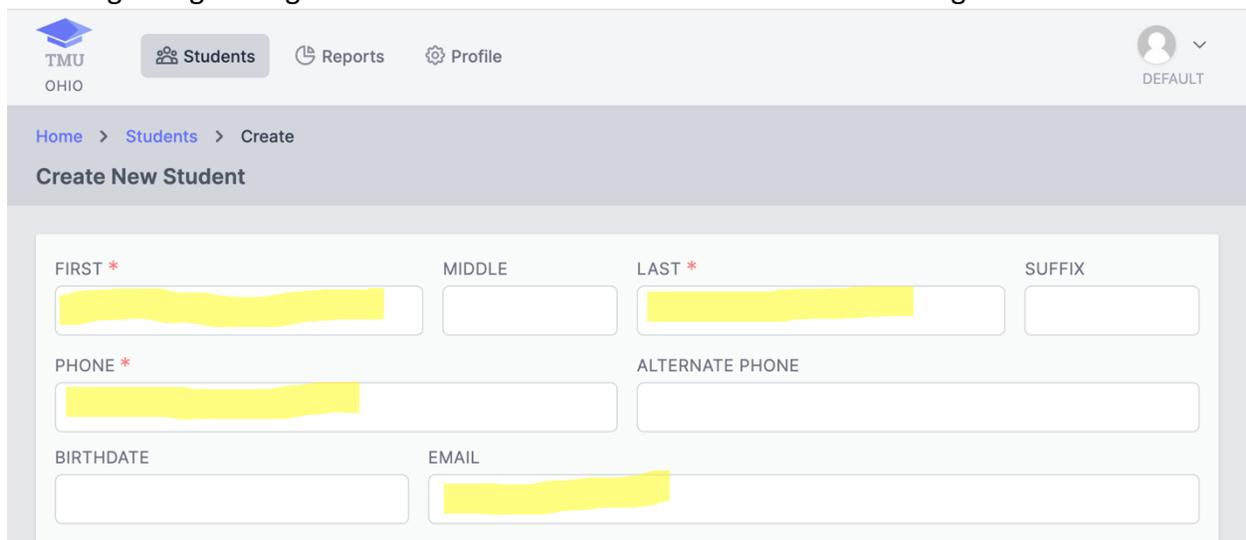
The screenshot shows the TMU Ohio dashboard. At the top, there is a navigation bar with 'TMU OHIO' on the left, 'Students', 'Reports', and 'Profile' in the center, and a user profile icon labeled 'DEFAULT' on the right. Below the navigation bar, a large grey box contains the text 'Welcome, DEFAULT!' and 'You are logged in as dinstructor (Instructor) . Viewing OH STNA Testing records.' On the left side, there is a vertical menu with four items: 'Inbox', 'Manage Students', 'Your Profile', and 'Change Discipline'. A red arrow points to the 'Manage Students' item.

Click [Create New Student](#)



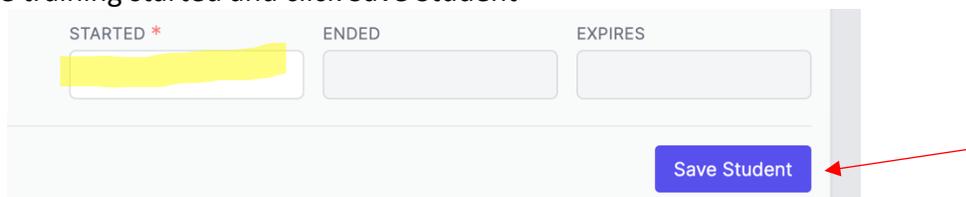
The screenshot shows the 'Students' page in the TMU Ohio system. The navigation bar at the top is the same as in the previous screenshot. Below it, there is a breadcrumb trail 'Home > Students'. Underneath, there is a 'Students' section with a blue button labeled 'Create New Student' and a 'Students' button on the right. A red arrow points to the 'Create New Student' button.

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 is used to receive text notifications regarding testing and renewals. The email address is also used to log into TMU©.



The screenshot shows the 'Create New Student' form. The form has a header 'Create New Student' and a breadcrumb trail 'Home > Students > Create'. The form contains several input fields: 'FIRST \*', 'MIDDLE', 'LAST \*', 'SUFFIX', 'PHONE \*', 'ALTERNATE PHONE', 'BIRTHDATE', and 'EMAIL'. The 'FIRST \*', 'LAST \*', 'PHONE \*', and 'EMAIL' fields are highlighted in yellow.

Enter the date that the training started and click [Save Student](#)



The screenshot shows the bottom part of the 'Create New Student' form. It includes three input fields: 'STARTED \*', 'ENDED', and 'EXPIRES'. The 'STARTED \*' field is highlighted in yellow. Below these fields is a blue button labeled 'Save Student'. A red arrow points to the 'Save Student' button.

## To Complete a Student's Training

To complete a student's training to allow them to pay and take the state test

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.

The screenshot shows the 'Students' page in the TMU OHIO system. The navigation bar includes 'TMU OHIO', 'Students', 'Reports', and 'Profile'. The main content area has a breadcrumb 'Home > Students' and a 'Students' header with a 'Create New Student' button. A search section includes a 'SEARCH BY' dropdown set to 'Name', a 'SEARCH FOR' input field with 'Enter search term', a 'Search' button, and filter buttons for 'All', 'Completed', 'Attending', and 'Eligible to Test'. Below the search is a 'SEARCH FILTERS' section with 'Clear All Filters' and a table showing the search criteria: 'Filter Type' (Name) and 'Searching for' (bob). A table of 'Found students' lists one student: 'Smith, Bob' (bob1@gmail.com) with training 'STNA' starting on '06/13/2020'. At the bottom, a 'PERFORM ACTION WITH SELECTED' dropdown is set to 'Complete Trainings', and a 'Go' button is visible.

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. The student will now be able to log into TMU®, pay for their test and schedule their state nurse aide competency knowledge and skill tests.

The screenshot shows the 'Complete Multiple Trainings' form. The navigation bar includes 'TMU OHIO', 'Students', 'Reports', and 'Profile'. The main content area has a breadcrumb 'Home > Students > Mass Complete Trainings' and a 'Complete Multiple Trainings' header. The form includes fields for 'TRAINING' (STNA), 'STARTED' (06/13/2020), and 'ENDED \*' (MM/DD/YYYY). Below these are fields for 'CLASSROOM HOURS \*', 'CLINICAL HOURS \*', 'DISTANCE HOURS', 'LAB HOURS', and 'TRAINEESHIP HOURS'. The student's name 'Smith, Bob' and the organization 'ABSOLUTE HEALTH SERVICES, INC' are displayed. A 'Complete Trainings' button is located at the bottom right.