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**Headmaster LLP**

**D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP**

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*Innovative, quality technology solutions throughout the United States since 1985.*

**UPDATED: July 1, 2023**

If you are an instructor and need a login, you can apply for a login to Idaho TMU [here](#). Or enter <https://id.tmutest.com/apply> and apply for an Idaho MA-C Instructor login.

### To Enter a Student into TMU© Instructor Guide

To enter students into TMU© at the start of their training first log into TMU© click on [Students](#).

Click the [Create](#) 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 are used to receive text notifications regarding testing and renewals. The email address is also used to log into TMU©.

**TMU OHIO** | **Students** | Reports | Profile | **DEFAULT**

Home > Students > Create

### Create New Student

FIRST *	MIDDLE	LAST *	SUFFIX
[Yellowed out]		[Yellowed out]	
PHONE *	ALTERNATE PHONE		
[Yellowed out]			
BIRTHDATE	EMAIL		
	[Yellowed out]		



Enter the date that the training started and click Save Student

The student will then receive a text and an email to finish completing their record.

### COMPLETING A STUDENT'S TRAINING IN TMU@

Completing a student's training will allow the student to take the medication aide state test in the TMU@ testing software platform.

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":

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":

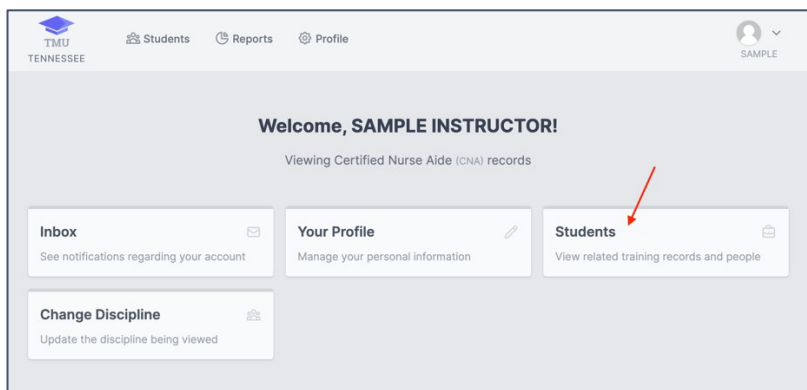
The students are now eligible to pay and schedule their state medication aide competency exam.



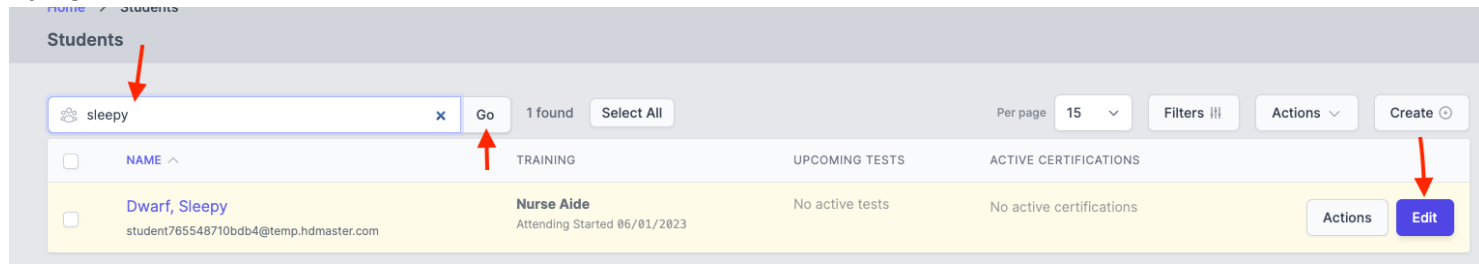
## HOW TO COMPLETE A STUDENT RECORD THAT DID NOT SUCCESSFULLY COMPLETE TRAINING

We all have students that do not finish a medication 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”:

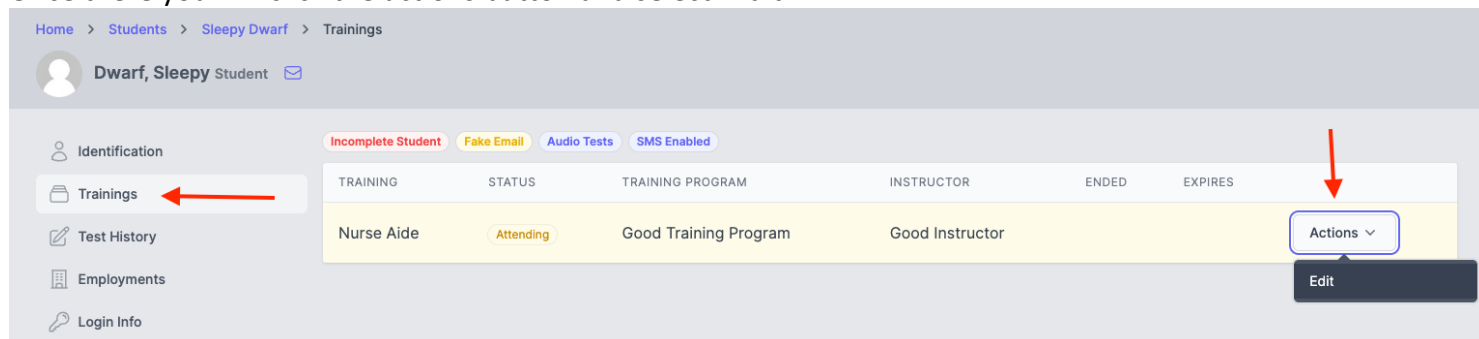


You can search for the student by placing their name in the search box with the people icon and selecting “Go”. Once you found the student in the list, select “Edit” on the right side of the screen across from their name:



Click on “Trainings”

Once there you will click the actions button and select “Edit”:



Next, you change the status of the student from “Attending” to “Incomplete”.



**UPDATED: July 1, 2023**

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:

STATUS: Incomplete (circled in red) | TYPE: Normal | REASON \* (highlighted with red arrow):  
Select Reason  
Attendance  
Academic Performance  
Health Reasons  
Personal Reasons  
Criminal History  
Financial Reasons  
Moving  
Behavior  
Language Skills

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”:

STATUS: Incomplete | TYPE: Normal | REASON \*: Attendance  
STARTED \*: 07/05/2021 | ENDED \* (highlighted with red arrow): [Calendar pop-up for July 2021, date 26 selected] | EXPIRES:  
CLASSROOM HOURS: 0.00  
CLINICAL HOURS: 0.00  
DISTANCE HOURS: 0.00  
LAB HOURS: 0.00  
TRAINEESHIP HOURS: 0.00  
Update (highlighted with red arrow)

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.**