

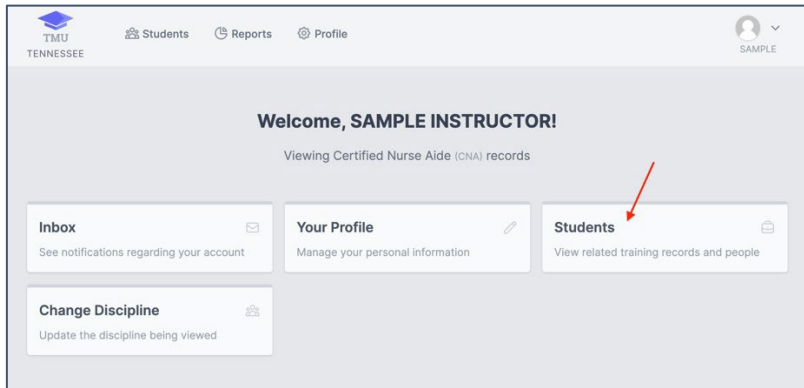


TMU© INSTRUCTIONS

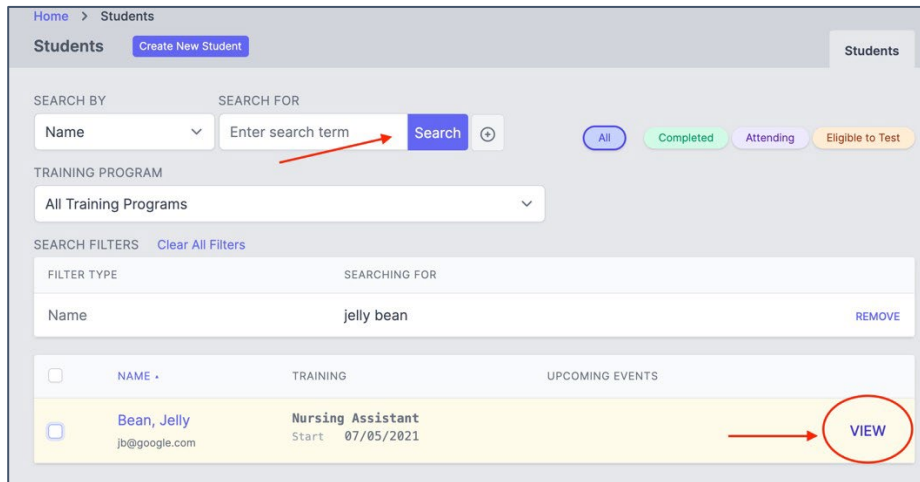
HOW TO COMPLETE A STUDENT RECORD THAT DID NOT SUCCESSFULLY COMPLETE TRAINING

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.

Log into TMU© and click on “Students”:

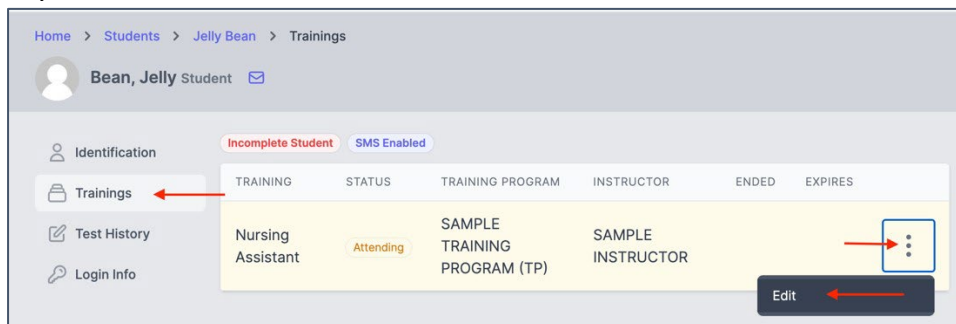


You can search for the student by placing their name in the “Search For” field and selecting “Search”. Once you found the student in the list, select “View” on the right side of the screen across from their name:



Click on “Trainings”

Once there you will click the three dots and “Edit”:





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

A "Reason" field will appear allowing you to select the reason the student was unsuccessful in training, please select the most relevant reason in your individual student's case:

The screenshot shows a form with fields for STATUS, TYPE, REASON, STARTED, CLASSROOM HOURS, and CLINICAL HOURS. The STATUS dropdown is set to 'Incomplete' and is circled in red. The REASON dropdown is open, showing a list of reasons with 'Attendance' selected. A red arrow points to the REASON dropdown header.

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":

The screenshot shows the same form as above, but now the ENDED field is active with a calendar pop-up. The calendar is for July 2021, and the date 26 is selected. A red arrow points to the ENDED field. The Update button at the bottom right is highlighted with a 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.