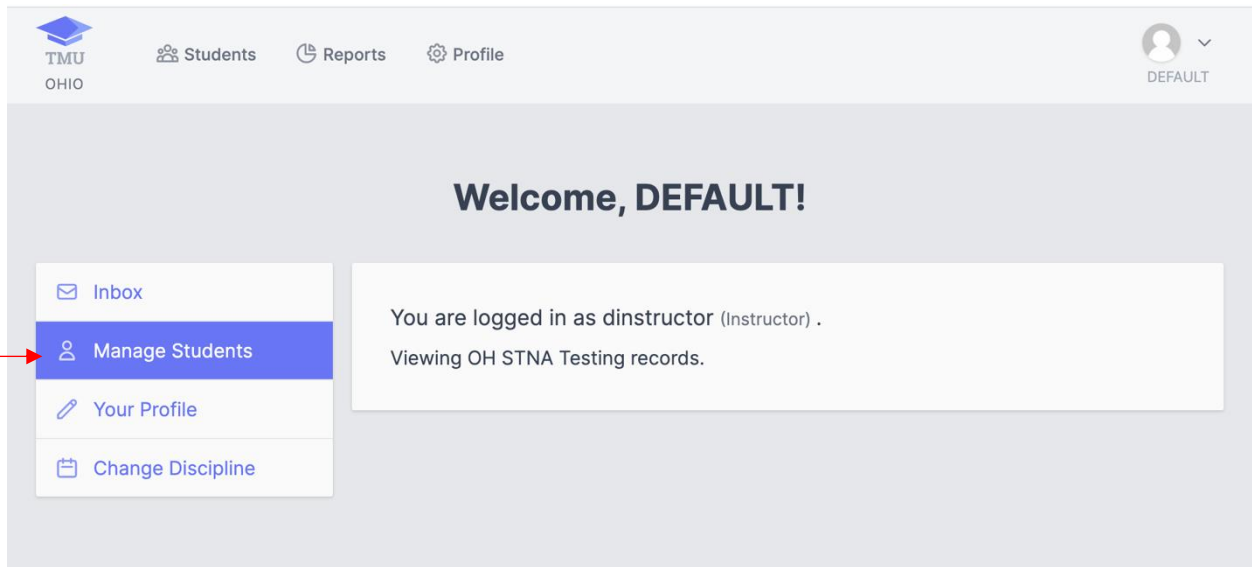


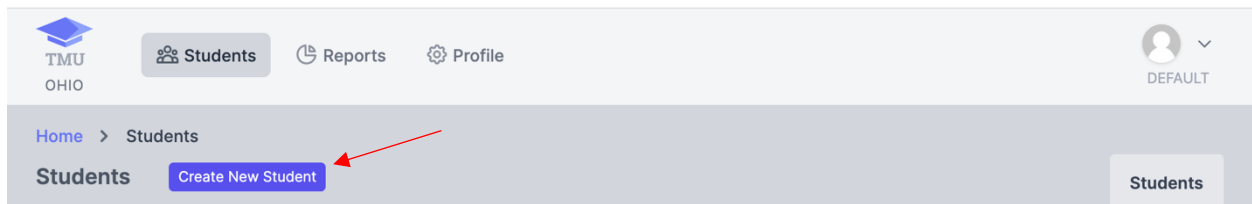
To Enter a Student into TMU@

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



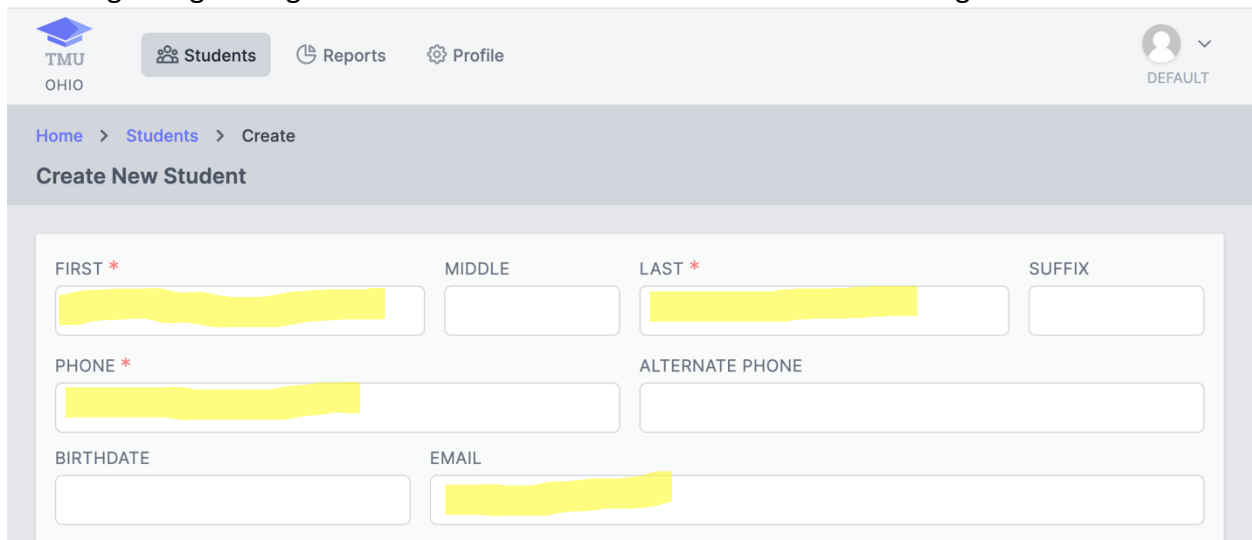
The screenshot shows the TMU@ dashboard. The top navigation bar includes the TMU OHIO logo, 'Students', 'Reports', and 'Profile' links, and a user profile icon labeled 'DEFAULT'. The main content area has a 'Welcome, DEFAULT!' message and a notification stating 'You are logged in as dinstructor (Instructor) . Viewing OH STNA Testing records.' On the left sidebar, the 'Manage Students' option is highlighted with a red arrow.

Click [Create New Student](#)



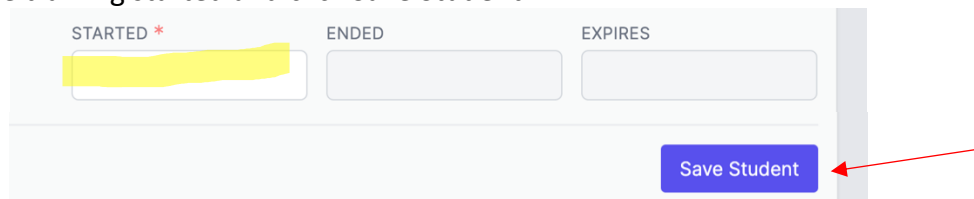
The screenshot shows the 'Students' page. The top navigation bar is the same as the dashboard. Below the navigation bar, there is a breadcrumb trail 'Home > Students' and a 'Create New Student' button highlighted with a red arrow. A 'Students' tab is visible on the right side of the page.

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 top navigation bar is the same. Below the navigation bar, there is a breadcrumb trail 'Home > Students > Create' and a 'Create New Student' heading. 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 with yellow boxes.

Enter the date that the training started and click Save Student



The screenshot shows the bottom portion of the 'Create New Student' form. It includes the 'STARTED *', 'ENDED', and 'EXPIRES' fields. The 'STARTED' field is highlighted with a yellow box. Below these fields is a 'Save Student' button highlighted with a red arrow.

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 TMU Ohio web application interface. At the top, there is a navigation bar with the TMU Ohio logo, a 'Students' button (highlighted with a red arrow), and links for 'Reports' and 'Profile'. A user profile icon is in the top right corner. Below the navigation bar, the page title is 'Students' with a 'Create New Student' button. A search section includes a 'SEARCH BY' dropdown set to 'Name' (highlighted with a red arrow), a 'SEARCH FOR' input field with the text 'Enter search term', and a 'Search' button. To the right of the search field are filter buttons: 'All' (selected), 'Completed', 'Attending', and 'Eligible to Test'. Below the search section, there is a 'SEARCH FILTERS' section with a 'Clear All Filters' link. A table titled 'Searching for' shows the filter type 'Name' and the search term 'bob'. Below this, a table titled 'Found students' lists one student: 'Smith, Bob' with email 'bob1@gmail.com'. The student is selected with a checkbox (highlighted with a red arrow). Below the table, there is a 'PERFORM ACTION WITH SELECTED' dropdown set to 'Complete Trainings' (highlighted with a red arrow) and a 'Go' button (highlighted with a red arrow).

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' page in the TMU Ohio web application. The page title is 'Complete Multiple Trainings'. The form includes fields for 'TRAINING' (set to 'STNA'), 'STARTED' (set to '06/13/2020'), and 'ENDED *' (highlighted with a yellow box). Below these are fields for 'CLASSROOM HOURS *' (highlighted with a yellow box), 'CLINICAL HOURS *' (highlighted with a yellow box), 'DISTANCE HOURS', 'LAB HOURS', and 'TRAINEESHIP HOURS'. The student's name 'Smith, Bob' and the organization 'ABSOLUTE HEALTH SERVICES, INC' are displayed. At the bottom right, there is a 'Complete Trainings' button (highlighted with a red arrow).