## HOW TO CREATE A TEST EVENT TEST SITE INSTRUCTIONS

Go to your state's TMU© URL. Please call D&SDT-HEADMASTER at (800)393-8664 if you do not know your state's TMU© website URL. Or you can go to the **D&SDT – HEADMASTER** main webpage at <u>www.hdmaster.com</u>. Click on your state, and once on your state's webpage, click on the **TestMaster Universe** (TMU©) Start Page or Login button.

Once you have reached your state's TMU© main screen, click **Sign In** and enter your **Email or User ID** and **Password**.



## This is an example of a **Test Site** screen you will see:

		Welcome, Practice Test Site! Viewing Montana CNA (MT CNA) records	Click on – Test Events	
Inbox See notifications regarding your account		Your Profile // Manage your personal information	Test Events View your scheduled test event dates	Ö
Students View related training records and people	% *			

Home > Testevents					
Test Events		Click on –		Event List	📋 Calendar
		Create			·
Search ID, location, or test obse <b>Press '/</b> '	to focus Go 1 found		Per page 15 V	1 Filters III	Create 🕣
LOCATION		TESTS OFFERED			
Fantastic Observer	01/29/2024	Nurse Aide Knowledge			
(262) 564-2757	12:00 PM MST	1 scheduled 2	seats open		
S Ended 🔒 Locked	#214	Nurse Aide Skill       1 scheduled       2	seats open		

## HOW TO CREATE A TEST EVENT TEST SITE INSTRUCTIONS

Home > Testevents > Create					
Create Test Event					
CHOOSE DISCIPLINE *		CHOOSE LOCATION *			
Nurse Aide		✓ Fantastic Test Site (TS)	Fantastic Test Site (TS)		
OBSERVER *	PROCTOR	ACT	OR		
Observer, Fantastic	✓ Select Person	✓ Se	elect Person		
Total Seats		CNA KNOWLEDGE SEATS	CNA SKILL SEATS		
The available spots to schedule for t	ins event	3	3		
Date & Time		DATE & TIME *	The start time will be set in the <b>Mountain</b> timezone		
The date and start time for this even	L	01/30/2024 8:00 AM	01/30/2024 8:00 AM		
			Add Date		
		(			
Event Options		THIS IS A REGIONAL EVENT			
Leaving REGION	AL checked will make		HEDULING		
the event availab	ble to candidates who				
		OBSERVER IS MENTORING THIS	S EVENT		
did not train the	ere. If you uncheck	OBSERVER IS NOT PAID FOR TH	IS EVENT		
REGIONAL the e	vent will be closed for				
candidates who	did train there.				
		-	lò		
			Saus Naw Event		
			Save New Event		
Event #215 Regional					
01/30/2024 8:00 AM MST					
Added 1 new Test event.			×		
🔝 Event 👘 Tests 🧳 Files					
EVENT DISCIPLINE	LOCATION				
		40700			
Observer, Fantastic	Observer filling in	ACTOR Observer filling in			
		A Change	Testing Team		
		0			
Date & Time	DATE & TIME *	The start time for this event is in the Mou	intain timezone.		
The date and start time for this event	01/30/2024 8:00 AM				
Leastian	Fortactic Test Site (TE)				
Where this event will take place	123 6 st				
	memphis, TN 12543				
Event Options	THIS IS A <b>REGIONAL</b> EVENT				
Choose the options for this event	THIS IS A PAPER EVENT     OBSERVER IS MENTORING THIS EVENT				
	OBSERVER IS NOT PAID FOR THIS EVENT				
		Actions V	opdate Event		

## HOW TO CREATE A TEST EVENT TEST SITE INSTRUCTIONS

Home > Events > Edit Event #215 Regional 01/30/2024 8:00 AM MST		
Added 1 new Test event.		×
🔣 Event 🍵 Tests 🧳 Files		
Nurse Aide KNOWLEDGE		Change Seats Fill Seats Schedule Walk In
NAME	TESTFORM	
1		
2		
3		
Nurse Aide Skill		Change Seats Fill Seats Schedule Walk In
NAME	SKILLTEST	
1		
2		
3		