		D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP	
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UPDATED: July 1, 2023

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. 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":

TMU	證 Students	(Reports	③ Profile			SAMPLE
		14/2	elcome, SAMPLE		NPI	
			Viewing Certified Nurse A		/	
Inhov			Your Profile	A	Studente	
Inbox			Your Profile	ı	Students	
	ions regarding your		Your Profile Manage your personal info		Students View related training reco	ords and people

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:

Student	s				
😤 sleep	y y	×	Go 1 found Select All		Per page 15 V Filters III Actions V Create
	NAME A		TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
	Dwarf, Sleepy student765548710bdb4@temp.hdmaster.com		Nurse Aide Attending Started 06/01/2023	No active tests	No active certifications Actions Edit

Click on "Trainings"

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

Home > Students > Sleepy Dwarf >	Trainings						
Dwarf, Sleepy Student 🖂							
Identification	Incomplete Student	Fake Email Audio Te	sts SMS Enabled				1
Trainings	TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	+
🖉 Test History	Nurse Aide	Attending	Good Training Program	Good Instructor			Actions ~
Employments							Edit
🖉 Login Info							

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

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:



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":

STARTED *	END	DED *				_		EXPIRES
07/05/2021								
				ily 20			>	
CLASSROOM HOURS	Su	n Mor	Tue	Wed	Thu	Fri	Sat	
0.00	2							
CLINICAL HOURS	4				8			
0.00	1			14				
DISTANCE HOURS	18	3 19	20		22	23	24	
0.00	2	5 (26) 27	28	29			
LAB HOURS		2	3	4	5	6	7	
0.00								
TRAINEESHIP HOURS								
0.00								

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.