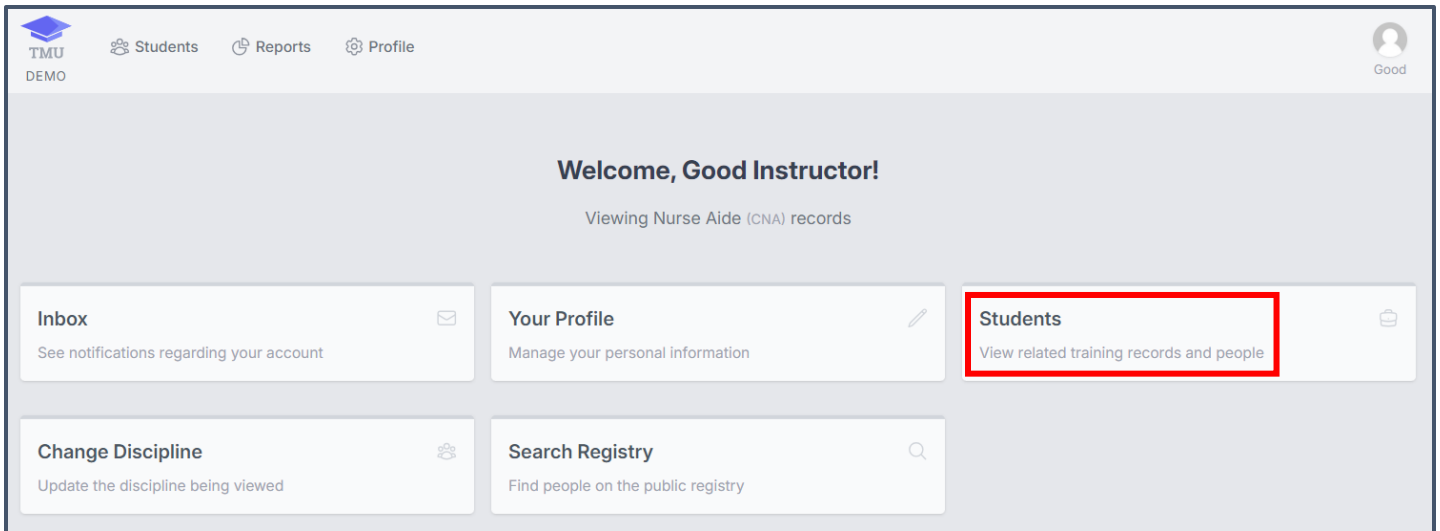## How to Create a Record for Candidates/Students at the Start of Training

Visit www.sdhca.org/cna. Sign in to TMU and then your **Instructor** record in your state's TMU© database using your Instructor Email or Username and Password.

Questions? Email SDHCA (details of the issue and screenshots are helpful) or call 1-800-952-3052.
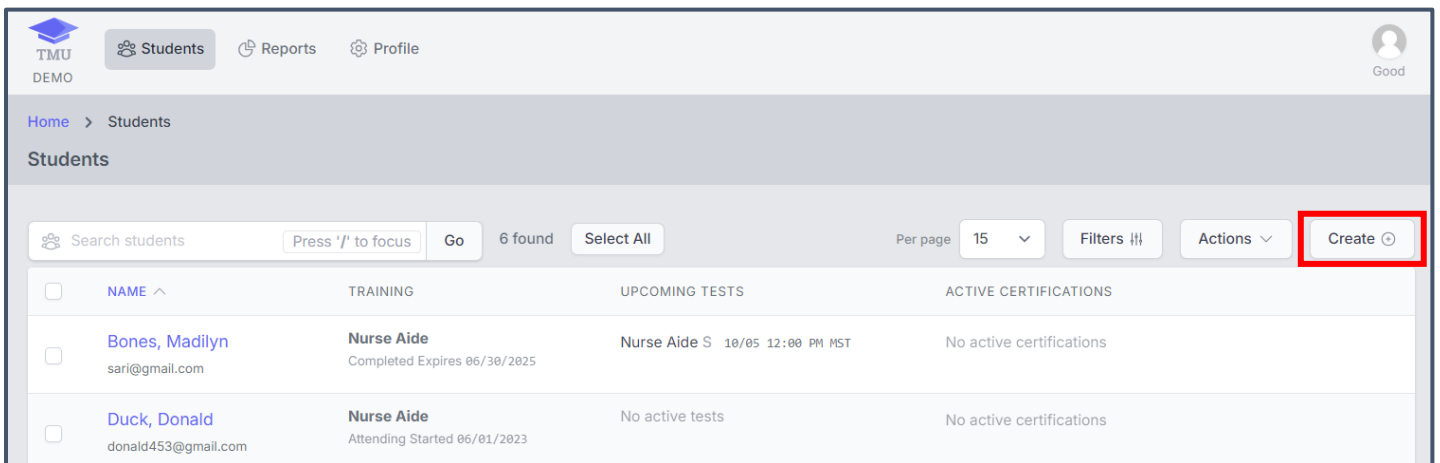
Remember to contact the SDHCA office with all your questions. You will only contact Headmaster if you are having software issues on the day of testing or if SDHCA directs you to their office. We reserve Headmaster to score the exams and assist only in more elevated questions. Thank you.

Click on **STUDENTS**:

Click on **CREATE**:

See the CREATE NEW STUDENT screen shot on next page with the fields that need to be entered.

Enter the five required fields with the **red *.** It is important that the information entered is correct. (If the student's <u>FIRST</u> and <u>LAST</u> names do not <u>exactly match</u> the printed names on their ID(s) when they check in for their exam, they are not allowed to test.)

1. **First Name** [<u>exactly</u> as printed on their required ID(s) they need to present at test check in]
2. **Last Name** [<u>exactly</u> as printed on their required ID(s) they need to present at test check in]
3. **Phone #** [**student's** <u>personal</u> <u>number</u> (usually a cell phone #)]

4. **Email** [**student's** <u>**personal**</u> **email** that they check]
5. **Training Start Date**

Then click SAVE STUDENT (see continued instructions after blank space)

Home > Students > Create

Create New Student

Make sure the student's first and last name **EXACTLY MATCH** the printed name on their required ID(s) they need to present at testing when they check in.

FIRST *

MIDDLE

LAST *

SUFFIX

PHONE *

ALTERNATE PHONE

Enter the student's **personal** phone number. Enter the student's **personal** email address.

BIRTHDATE

EMAIL *

GENDER

○ MALE   ○ FEMALE   ○ OTHER

☐ AUDIO TESTS?

☐ UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address

ADDRESS

CITY

STATE
Select State

ZIPCODE

Initial Training

CHOOSE DISCIPLINE *
Nurse Aide

CHOOSE TRAINING *
Nurse Aide

CHOOSE TRAINING PROGRAM *
Good Training Program

CHOOSE INSTRUCTOR *
Instructor, Good

If you get an error message indicating there is a duplicate record, please email LuAnnSeverson@sdhca.org with the name of the student you are attempting to create a new record for. SDHCA will be able to archive the previous training record to enable you to create a new training record.

The discipline, training, training program and instructor will default to your information.

Enter the student's **TRAINING START DATE.**

STATUS
Attending

TYPE
Normal

STARTED *

ENDED

EXPIRES

CLASSROOM HOURS

CLINICAL HOURS

DISTANCE HOURS

LAB HOURS

TRAINEESHIP HOURS

Please see the Training Program and Sponsoring Facilities 'How to Pay Testing Fees' document.

SPONSOR is for those students affiliated with a sponsor who will be paying the student's testing fees, you would select the sponsor from the drop-down list.

Sponsor

SPONSOR
No Sponsor

Save Student

When you click **SAVE STUDENT**, the student's record is added as **INCOMPLETE** and the **STUDENT VERIFICATION** will open.   Click **PRINT** to print a copy for your records if you wish.

The student will be sent an email with this information. They need to check that the information is accurate. Their **EMAIL**, **USERNAME** and **temporary PASSWORD** are provided.

- The student will need to sign in to their account in TMU©, update their password and complete their demographic information.
- Please refer your students to read their state's Candidate Handbook available on the D&SDT-HEADMASTER main webpage at www.hdmaster.com for further information.

Home > Students > Verification

Student Verification

✓ Student added as incomplete   ✕

⚠ This student has been sent an email with this information. Feel free to print this page for your records.   ✕

Identification

Name	STUDENT, EXCELLENT
Gender	
Phone	(444) 555-2222
Date of Birth	Unavailable
Address	Unavailable

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Login Information

URL	https://demo.tmudev.com
Email	excellentstudent@student.com
Username	estudent
Password	qbgXRL38

Inital Training

Training	Nurse Aide
Status	Attending
Training Program	Good Training Program
Started	12/01/2023

🖶 Print   Continue to Student →

NOTE: The STUDENT VERIFICATION is not saved and cannot be replicated, when this screen opens, it is the only time it will be viewable. (The candidate will be emailed the information and you may print a copy for your records.)

Questions? Email SDHCA (details of the issue and screenshots are helpful) or call 1-800-952-3052.
Remember to contact the SDHCA office with all your questions. You will only contact Headmaster if you are having software issues on the day of testing or if SDHCA directs you to their office. We reserve Headmaster to score the exams and assist only in more elevated questions. Thank you.