

For Instructors – How to Sign In and Forgot Your Password Reset Account Option

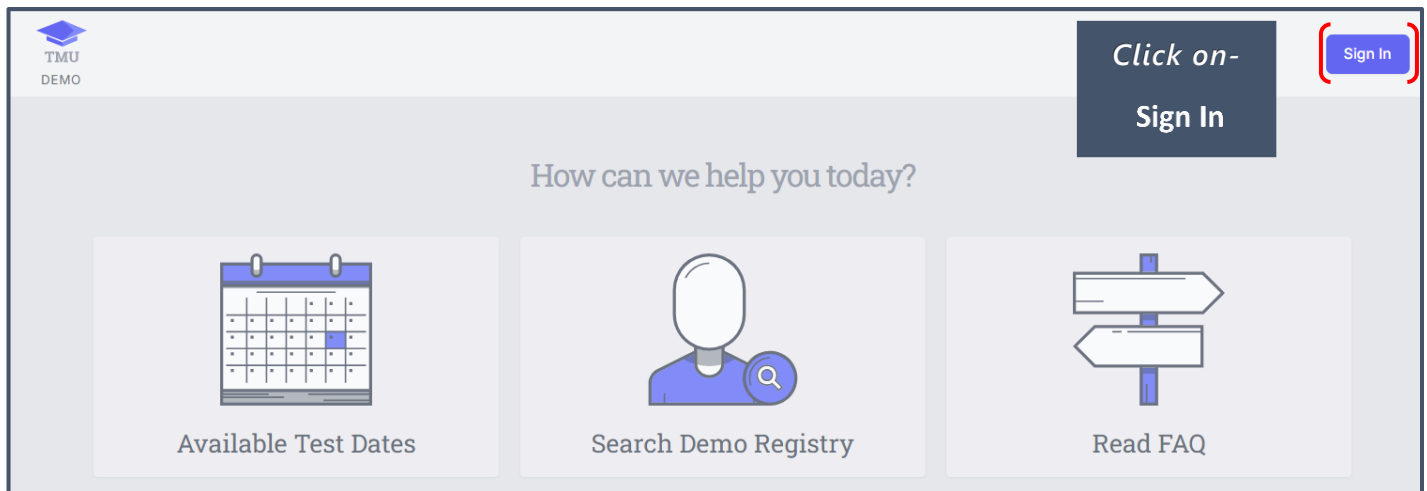
Visit www.sdhca.org/cna. Sign in to TMU and sign into the TMU© database using your Instructor Email or Username and Password.

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 the **TestMaster Universe (TMU©) Start Page or Login** button.

Click **Sign In** and enter your **Email or User ID** and **Password**.



*Enter your-
Username or Email

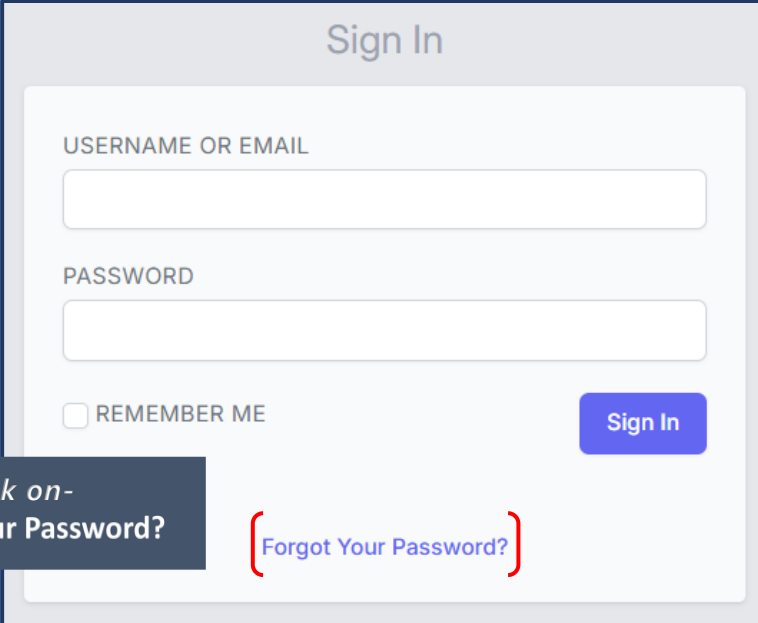
and your-
Password

and click-
Sign In*

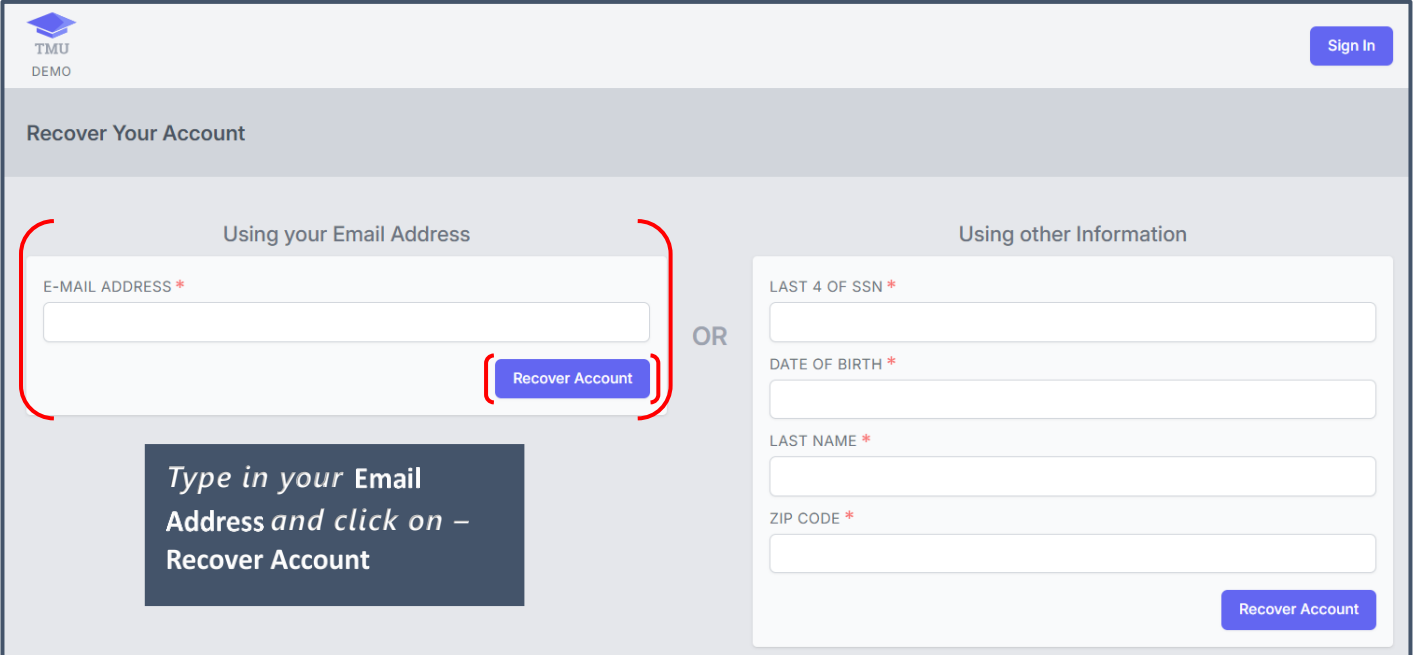
If you do not remember your password, please follow the instructions below.

Forgot your Password and Recover your Account

If you have forgotten your Password or do not know your Password, follow the instructions below to reset it and recover your account.



The image shows a 'Sign In' form with two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Below the fields is a checkbox labeled 'REMEMBER ME' and a blue 'Sign In' button. A dark blue callout box on the left contains the text 'Click on- Forgot Your Password?'. A red bracket on the right side of the form highlights a blue link that says 'Forgot Your Password?'.



The image shows a 'Recover Your Account' form. At the top left is the TMU DEMO logo, and at the top right is a 'Sign In' button. The form is divided into two sections: 'Using your Email Address' and 'Using other Information'. The 'Using your Email Address' section has an 'E-MAIL ADDRESS *' field and a 'Recover Account' button. The 'Using other Information' section has fields for 'LAST 4 OF SSN *', 'DATE OF BIRTH *', 'LAST NAME *', and 'ZIP CODE *', with a 'Recover Account' button at the bottom right. A dark blue callout box on the left contains the text 'Type in your Email Address and click on - Recover Account'. A red bracket on the right side of the form highlights the 'Recover Account' button.

You will receive the message,
We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

HOW TO SIGN IN TO YOUR TMU@ ACCOUNT AND FORGOT YOUR PASSWORD-RESET ACCOUNT (TRAINING PROGRAM/INSTRUCTOR/FACILITY) INSTRUCTIONS

TMU DEMO

Sign In

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

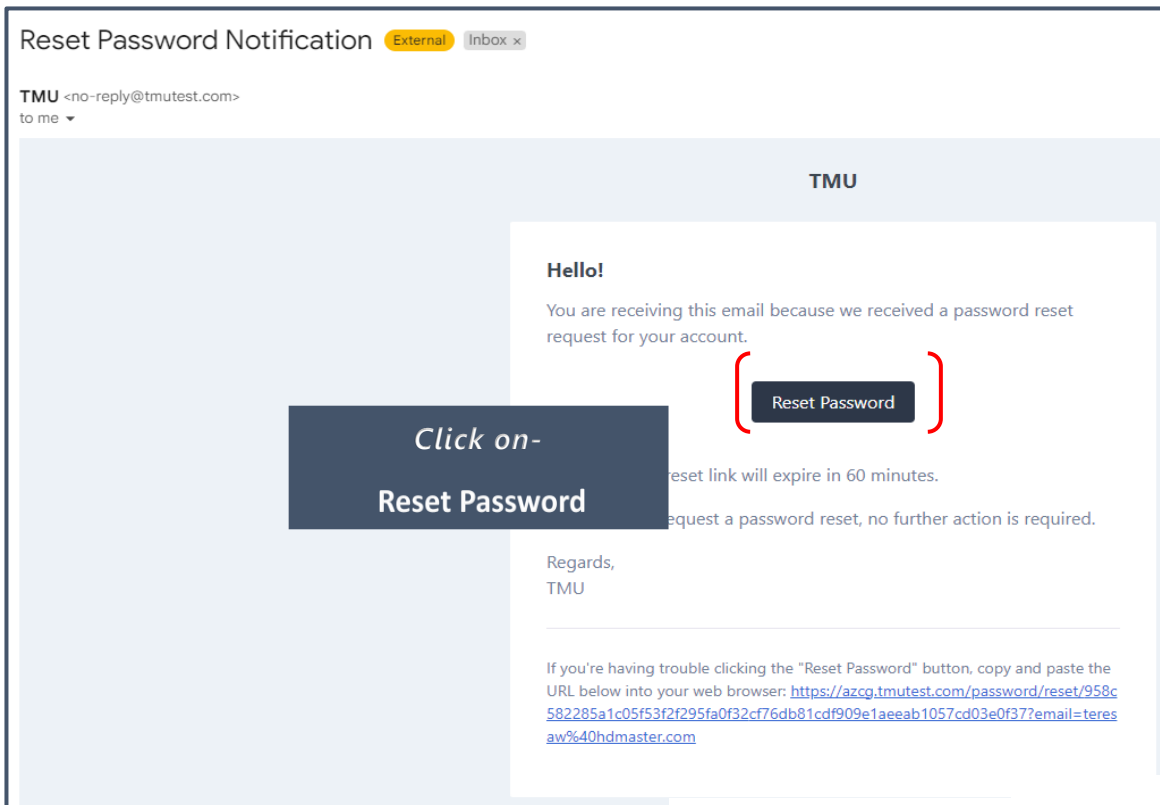
DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

This is what the email will look like (check your junk/spam folder for the email):



Note: If you do not reset your password right away, the link will expire in 60 minutes, and after that time, you will need to request a new link.

HOW TO SIGN IN TO YOUR TMU© ACCOUNT AND FORGOT YOUR PASSWORD-RESET ACCOUNT
(TRAINING PROGRAM/INSTRUCTOR/FACILITY) INSTRUCTIONS

Reset Your Password

E-MAIL ADDRESS
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Reset Password

*Type in your
Password and
Confirm Password,

then click on –
Reset Password*

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For Facilities/Programs: If your state has multiple disciplines, you will be asked which discipline you wish to log in to:

TMU DEMO

Students Sponsorships Reports

Goodtraini...

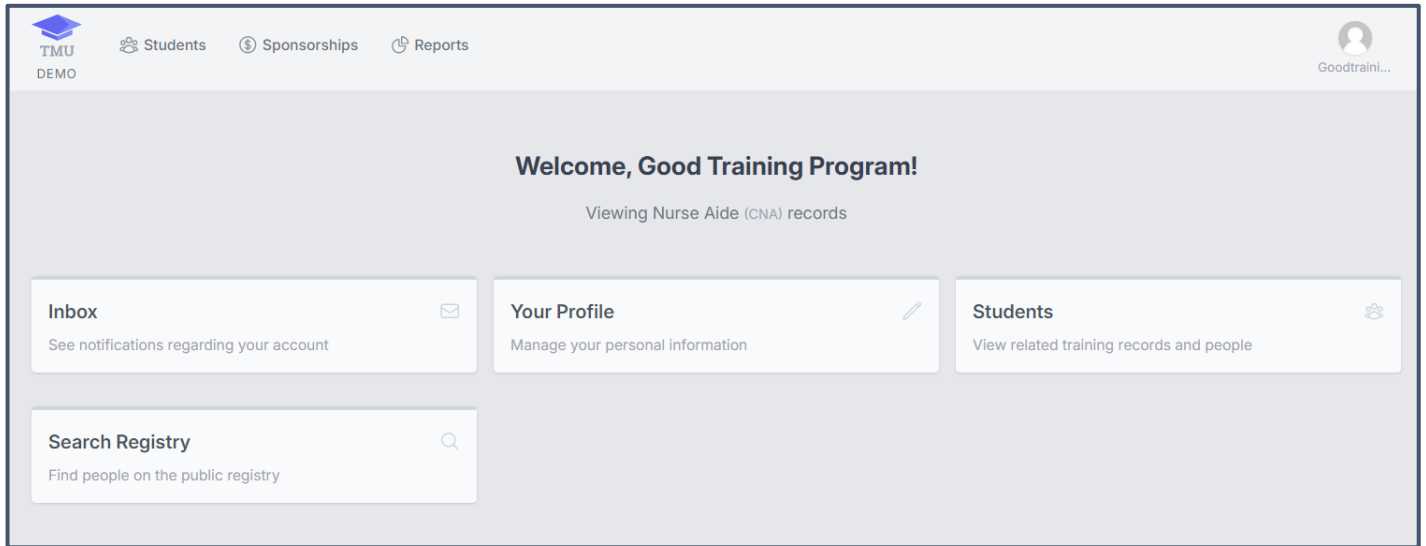
Choose Login

Medication Aide

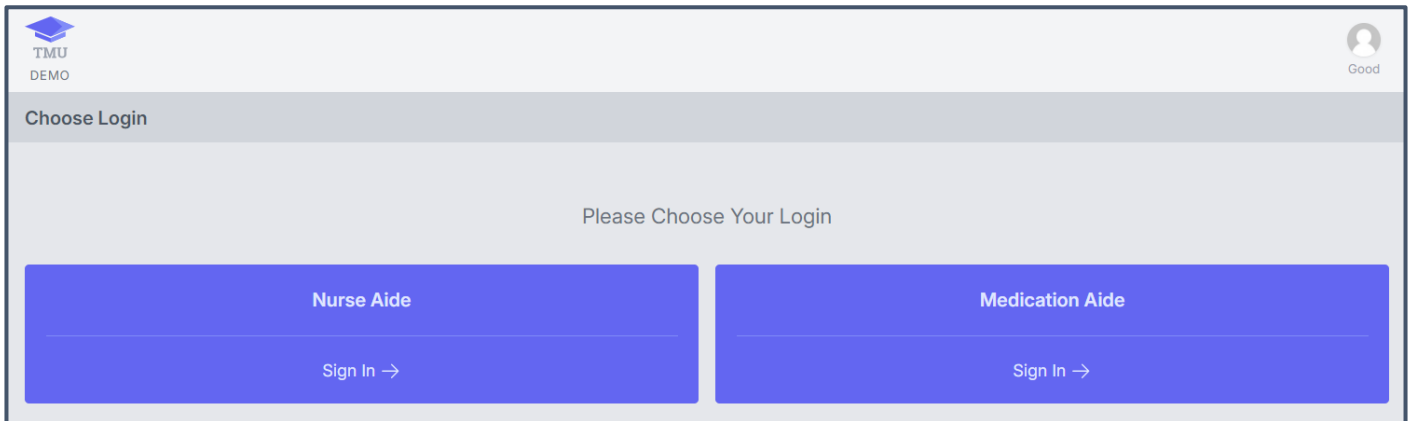
Nurse Aide

HOW TO SIGN IN TO YOUR TMU© ACCOUNT AND FORGOT YOUR PASSWORD-RESET ACCOUNT (TRAINING PROGRAM/INSTRUCTOR/FACILITY) INSTRUCTIONS

This is an example of a **Facility/Program** screen you will see once you have selected your discipline (if applicable for your state):

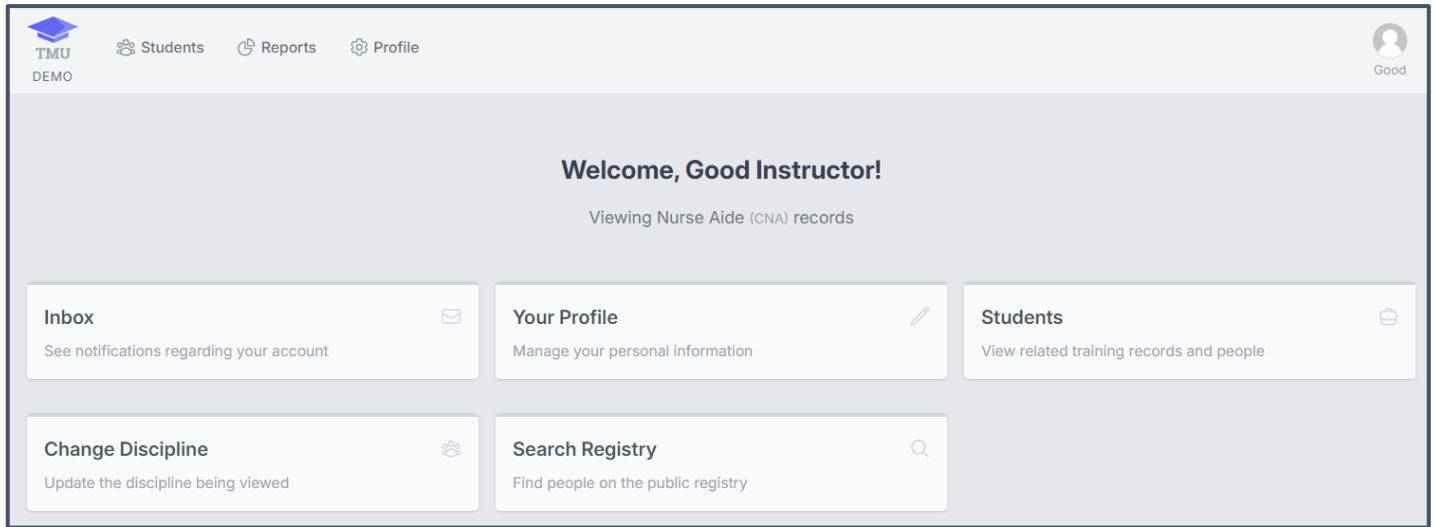


For Instructors: If your state has multiple disciplines, you will be asked which discipline you wish to log in to:



HOW TO SIGN IN TO YOUR TMU© ACCOUNT AND FORGOT YOUR PASSWORD-RESET ACCOUNT (TRAINING PROGRAM/INSTRUCTOR/FACILITY) INSTRUCTIONS

This is an example of an **Instructor** screen you will see once you have selected your discipline (if applicable for your state):



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