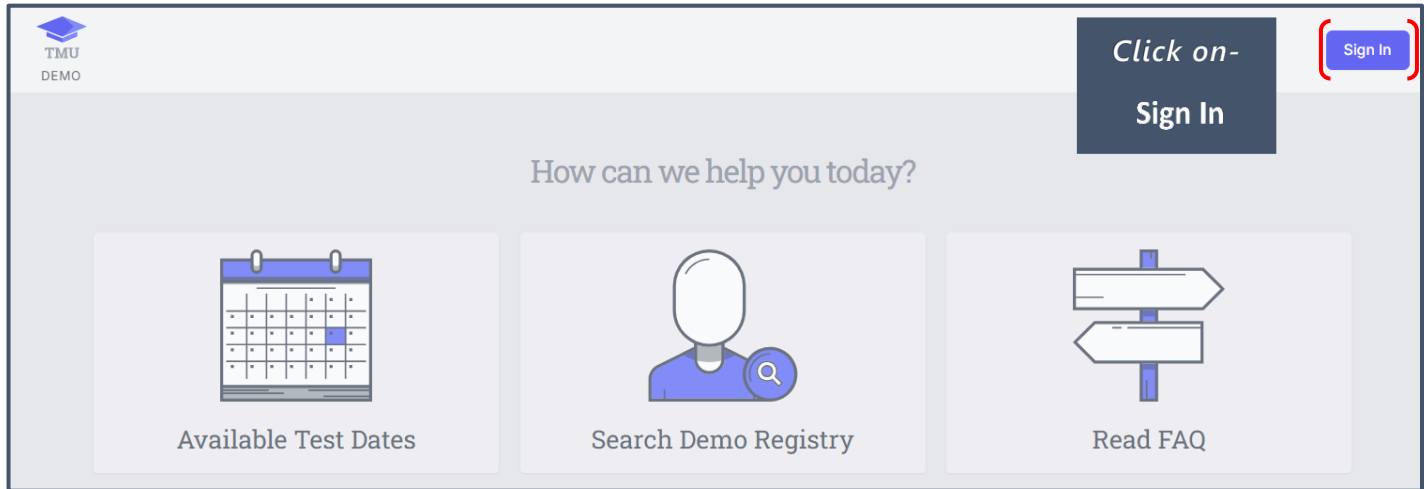


How to Create a Test Event

Visit www.sdhca.org/cna and click on the **TestMaster Universe (TMU©) Start Page or Login**. Sign in to TMU and then your **Instructor** record in your state's TMU© database using your Instructor Email or Username and Password.

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



The screenshot shows the "Sign In" form. The title "Sign In" is at the top. Below it are two input fields: "USERNAME OR EMAIL" and "PASSWORD". Both fields have red brackets around them. Below the "PASSWORD" field is a checkbox labeled "REMEMBER ME". To the right of the "REMEMBER ME" checkbox is a blue button labeled "Sign In" with a red bracket around it. At the bottom of the form is a link that says "Forgot Your 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 screenshot shows the 'Sign In' page. It has two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Below the password field is a checkbox labeled 'REMEMBER ME' and a blue 'Sign In' button. A dark grey callout box on the left says 'Click on- Forgot Your Password?'. A red bracket on the right highlights a blue link that says 'Forgot Your Password?'.

The screenshot shows the 'Recover Your Account' page. It has two main sections: 'Using your Email Address' and 'Using other Information'. The 'Using your Email Address' section has an 'E-MAIL ADDRESS *' field and a blue '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 blue 'Recover Account' button at the bottom. A dark grey callout box on the left says 'Type in your Email Address and click on - Recover Account'. A red bracket on the left highlights the email address field and the 'Recover Account' button. The word 'OR' is placed between the two sections.

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.

HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU@ TEST SITE INSTRUCTIONS

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

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 *

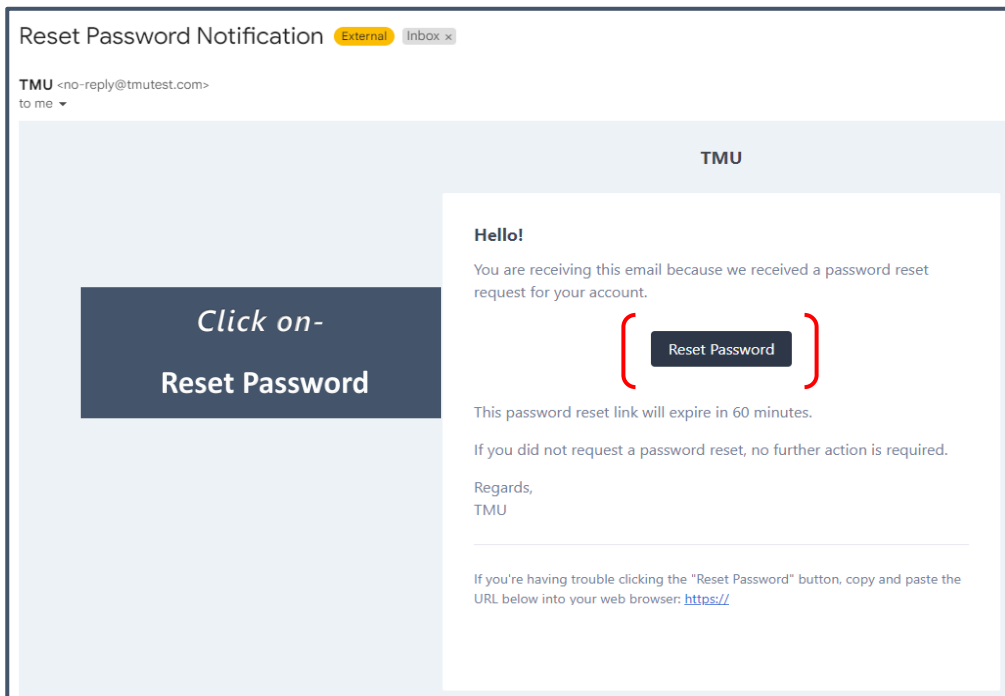
DATE OF BIRTH *

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 CREATE A TEST EVENT CREATE A TEST EVENT IN TMU© TEST SITE 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

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

Students
View related training records and people

Home > Testevents

Test Events

Event List Calendar

Search ID, location, or test observation Press '/' to focus Go 1 found

Per page 15 1 Filters Create

LOCATION	TEST DATE	TESTS OFFERED
Fantastic Observer (262) 564-2757 Ended Locked	01/29/2024 12:00 PM MST #214	Nurse Aide Knowledge 1 scheduled 2 seats open Nurse Aide Skill 1 scheduled 2 seats open

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HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU@ TEST SITE INSTRUCTIONS

Home > Testevents > Create

Create Test Event

CHOOSE DISCIPLINE *
Nurse Aide

CHOOSE LOCATION *
Fantastic Test Site (TS)

OBSERVER *
Observer, Fantastic

PROCTOR
Select Person

ACTOR
Select Person

Total Seats
The available spots to schedule for this event

CNA KNOWLEDGE SEATS
3

CNA SKILL SEATS
3

Date & Time
The date and start time for this event

DATE & TIME *
01/30/2024 8:00 AM

The start time will be set in the Mountain timezone

Add Date

Event Options
Choose the options for this event

Remove checkmark from "This is a Regional Event"

- THIS IS A REGIONAL EVENT
- THIS EVENT IS LOCKED FOR SCHEDULING
- THIS IS A FLIGHTED EVENT
- THIS IS A PAPER EVENT
- OBSERVER IS MENTORING THIS EVENT
- OBSERVER IS NOT PAID FOR THIS EVENT

Additional Notes

Save New Event

Event #215 Regional
01/30/2024 8:00 AM MST

Added 1 new Test event.

Event Tests Files

EVENT DISCIPLINE
Nurse Aide

LOCATION
Fantastic Test Site (TS)

OBSERVER
Observer, Fantastic

PROCTOR
Observer filling in

ACTOR
Observer filling in

Change Testing Team

Date & Time
The date and start time for this event

DATE & TIME *
01/30/2024 8:00 AM

Location
Where this event will take place

Fantastic Test Site (TS)
123 6 st
memphis, TN 12543

Event Options
Choose the options for this event

Remove checkmark from "This is a Regional Event"

- THIS IS A REGIONAL EVENT
- THIS IS A PAPER EVENT
- OBSERVER IS MENTORING THIS EVENT
- OBSERVER IS NOT PAID FOR THIS EVENT

Actions Update Event

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.

HOW TO CREATE A TEST EVENT CREATE A TEST EVENT IN TMU©
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	