



TestMaster Universe

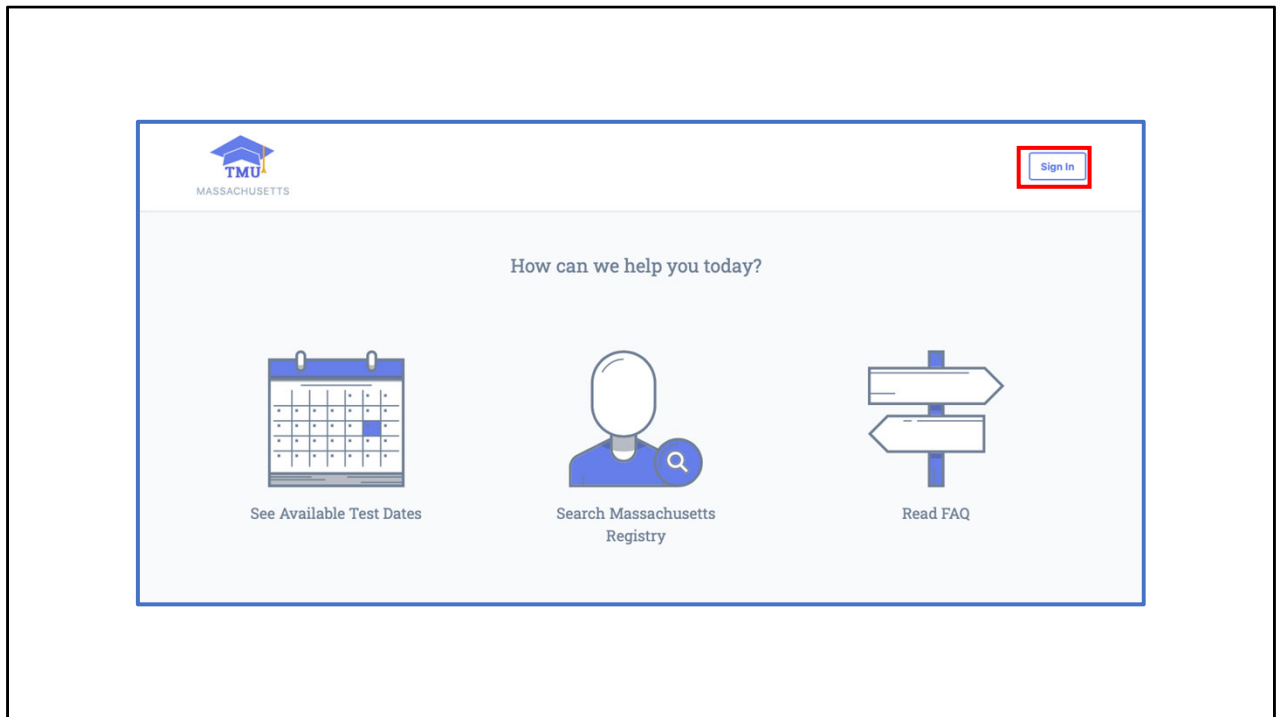
Massachusetts



Trainer: How to Enter Students

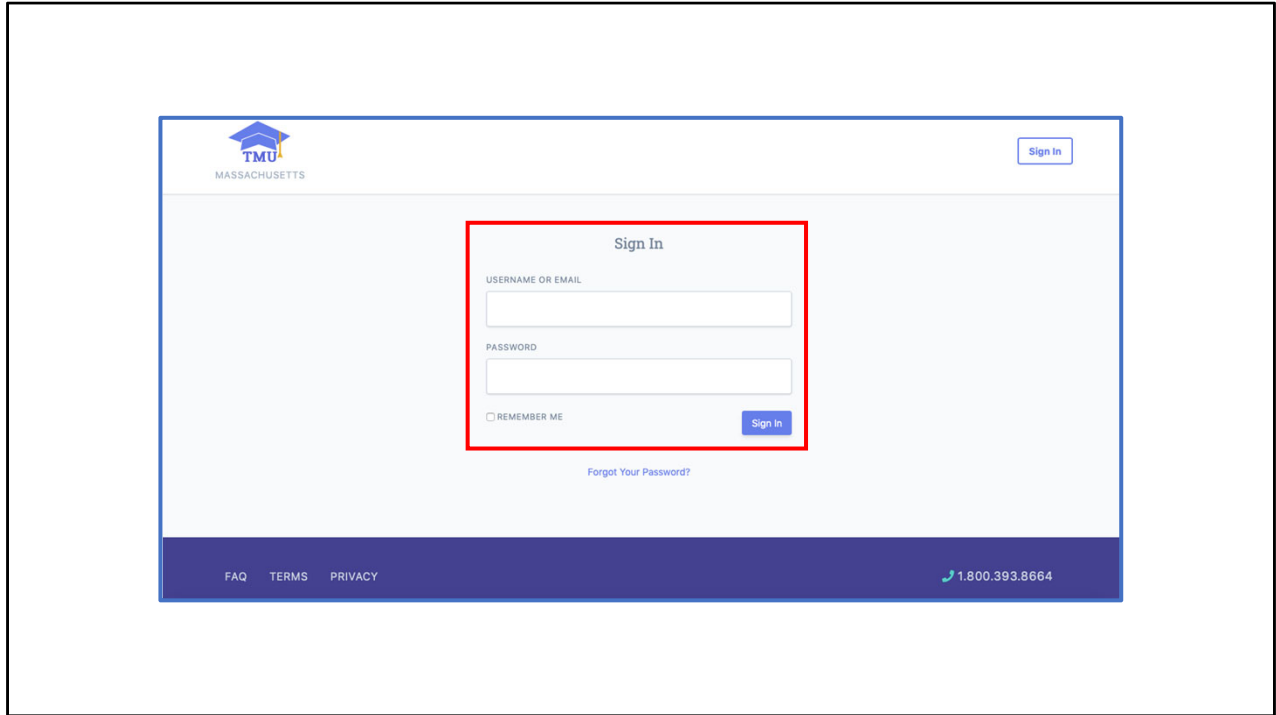
Log into: <https://ma.tmuniverse.com/>

Hi, my name is Jasyn I'm from D&SDT – Headmaster. And today I'm going to show you how a trainer enters students.

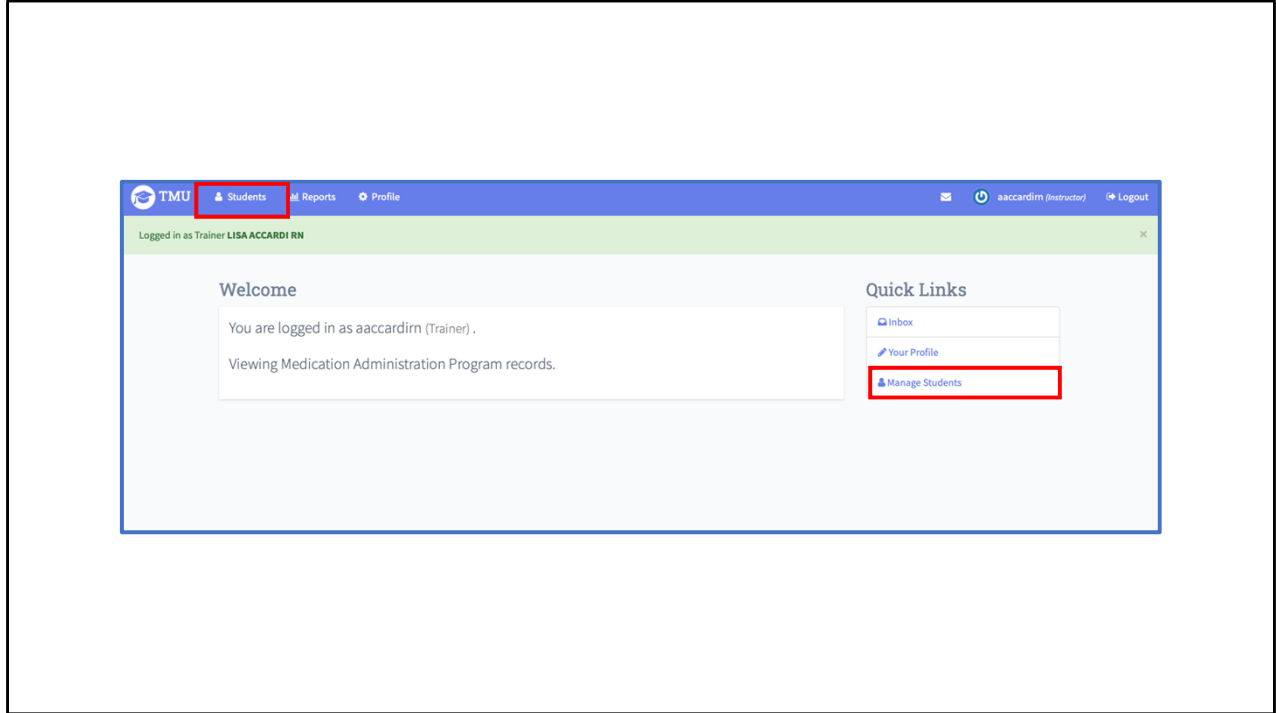


If you follow the link in the last screen, it will take you to this home page

To log in click the 'Sign In' button in the upper right-hand corner.



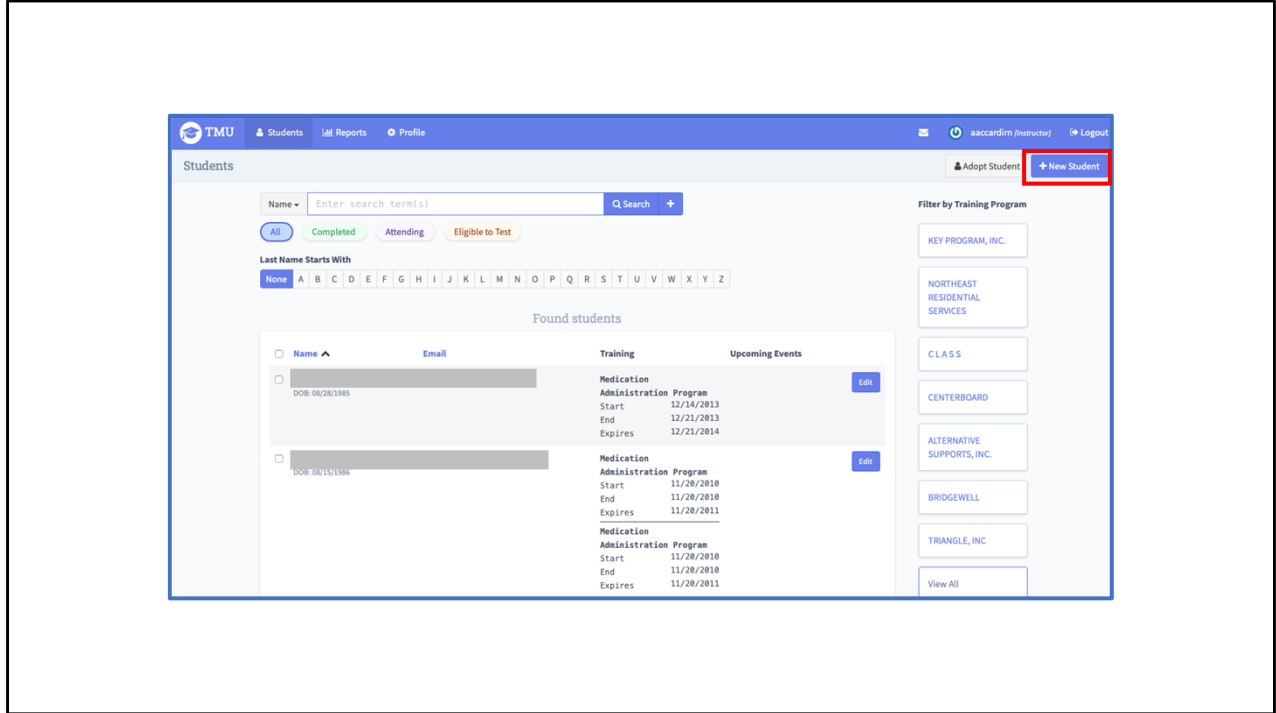
A person will enter their log in information and click 'Sign in'



It will bring you to the Trainer home page

To view students, the trainer may click on either the 'Students' tab at the top of the screen or to the right

No matter which button the trainer clicks on, it will take them to the same screen.....



This one. The Student's page

To enter a new student, the trainer will click on the 'New Student' button in the upper right-hand corner

Which will bring them....

The screenshot shows a web form for entering student information, divided into two main sections: 'Identification' and 'Training Info'. Red boxes highlight specific fields: 'First *', 'Last *', 'Email *', 'Phone *', 'Funding Type', 'Discipline *', 'Training Program *', 'Trainer *', 'Started *', and the 'Save Student' button. A mouse cursor is positioned over the 'Save Student' button.

Identification Section:

- First * (required)
- Middle
- Last * (required)
- Suffix
- Email * (required)
- Phone * (required) Unlisted from phone and mailing lists
- Alt Phone
- Birthdate (MM/DD/YYYY)
- Address
- Zipcode Tab for City/State
- City
- State
- Gender: Male, Female, Other
- Audio Tests?: Yes, No
- Funding Type: Self Pay, Adult DDS, Adult DMH, Youth DMH/DCF

Training Info Section:

- Discipline * (required): Medication Administration Program
- Training Program * (required): Please Select
- Training * (required): Medication Administration Program
- Trainer * (required)
- Status: Attending
- Type: Normal
- Dates: Started * (required), Ended, Expires (all MM/DD/YYYY)
- Save Student (button)

This page

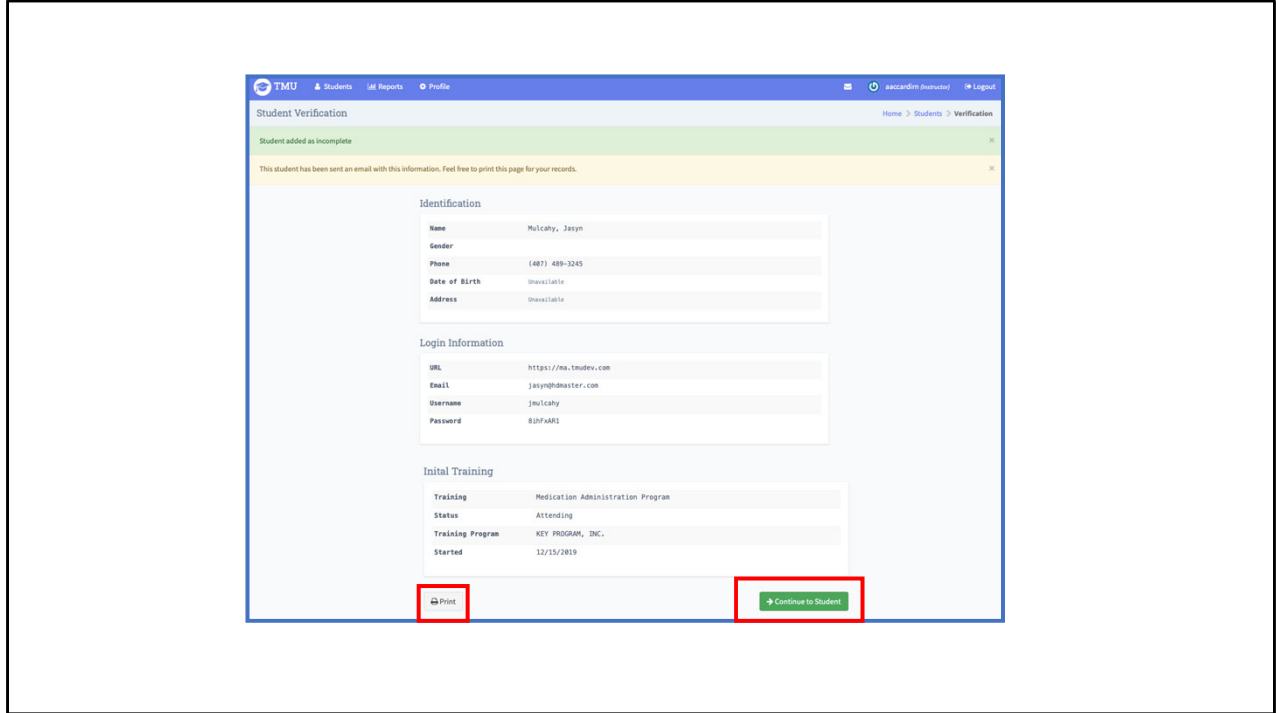
The trainer will now enter the student's information

The red asterisks indicate required fields

Notice – on this screen a trainer has the option to choose the funding type.

Once you have entered the student's information you will click the green 'Save Student' button on the bottom, left side

Which will bring you to.....

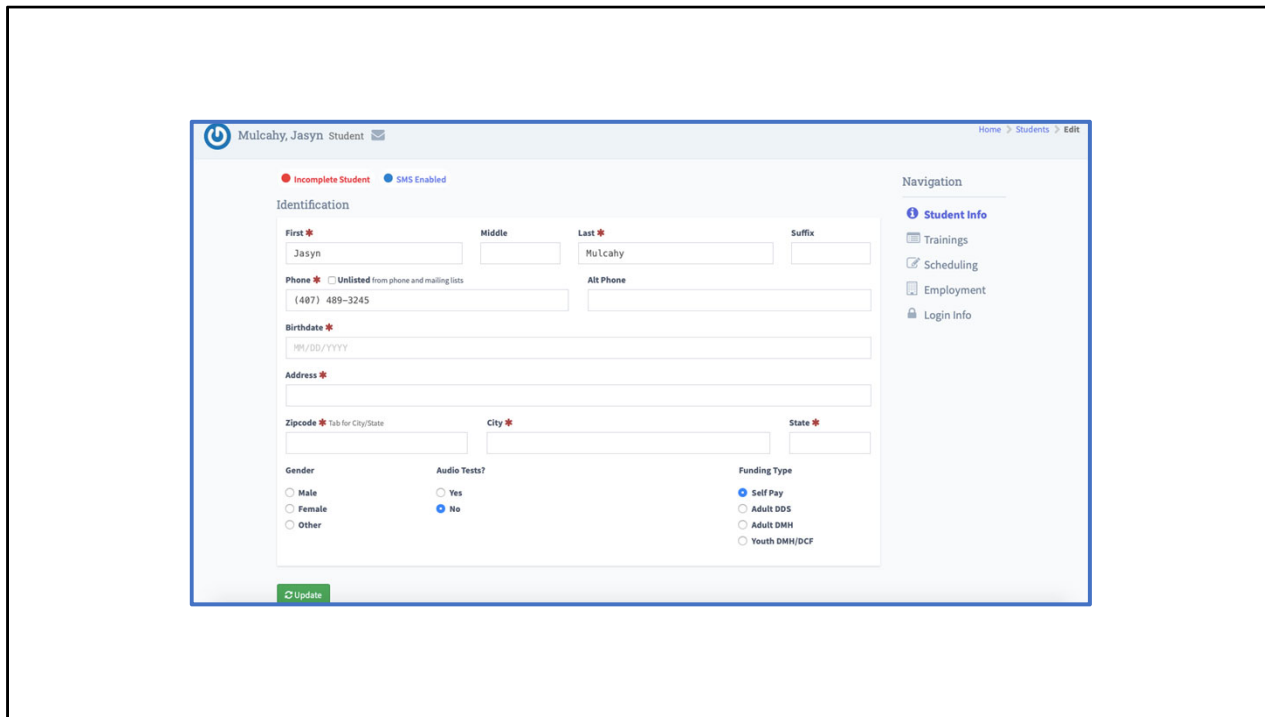


This screen

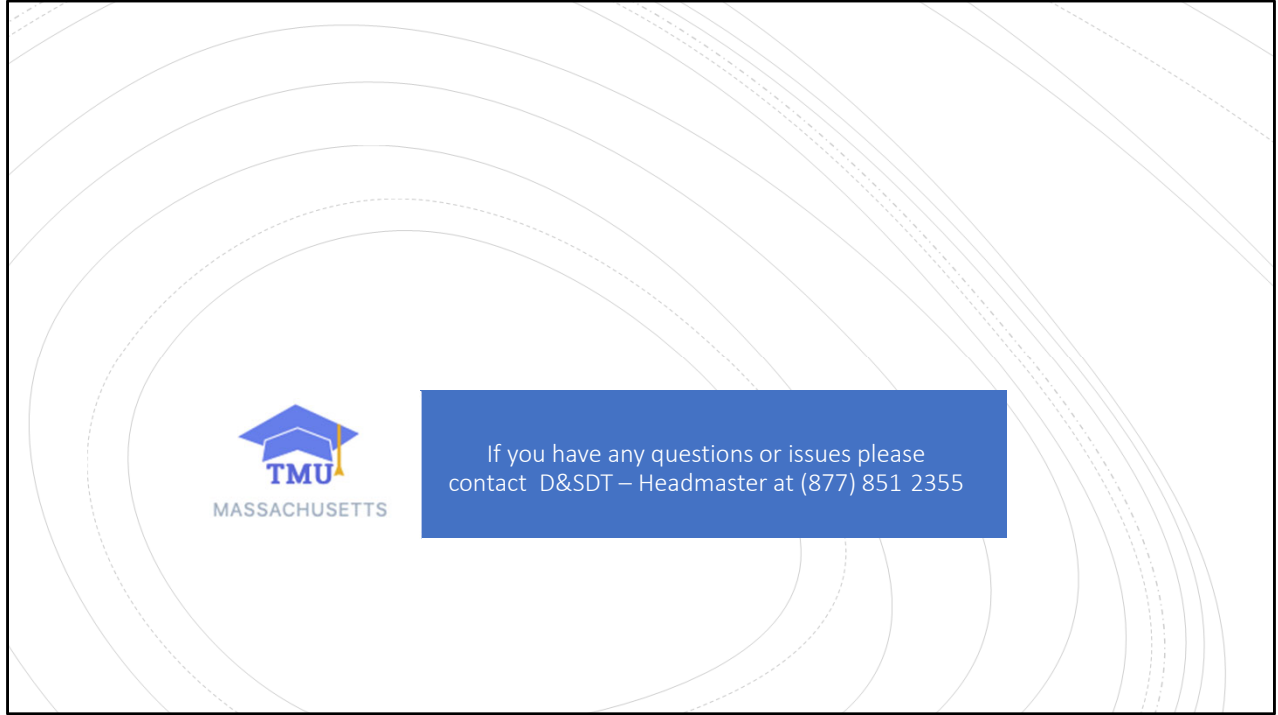
After saving the student, the trainer will get a student verification notice which contains all of the student TMU login access information

The trainer has the option to print this page – this will be the only point that this page is available for printing

If everything on the screen is correct and the page has been printed (if you choose), the trainer will click 'Continue to Student'



The student will receive an email and text message with their log in information to TMU



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355