



TestMaster Universe

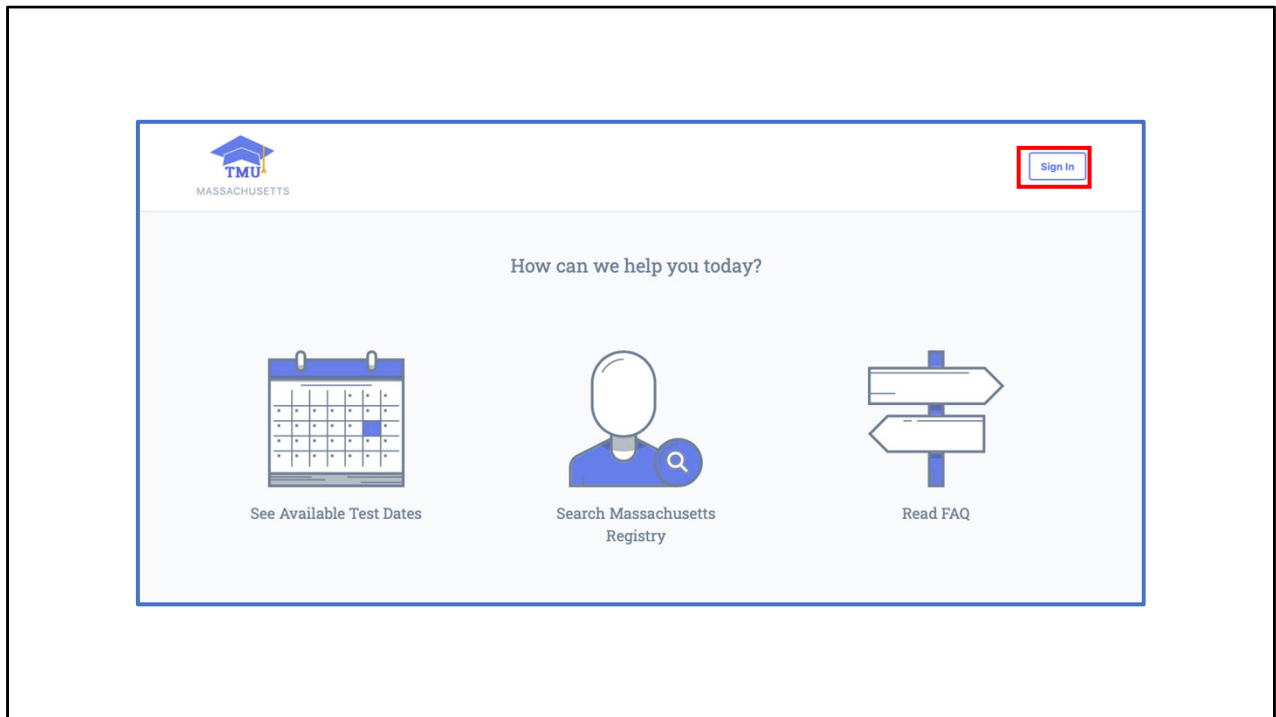
Massachusetts



Student: How to Request Employment Verification

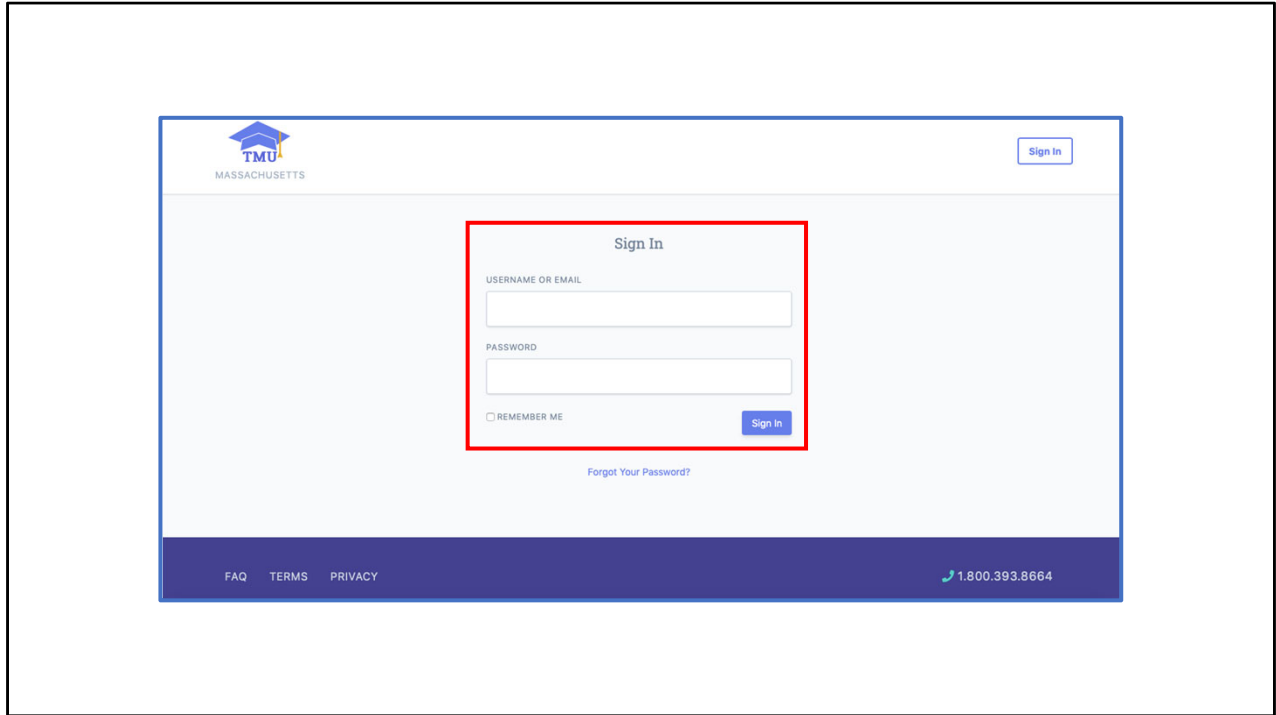
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn from D&SDT – Headmaster. Today I’m going to show you how a student requests employment verification.

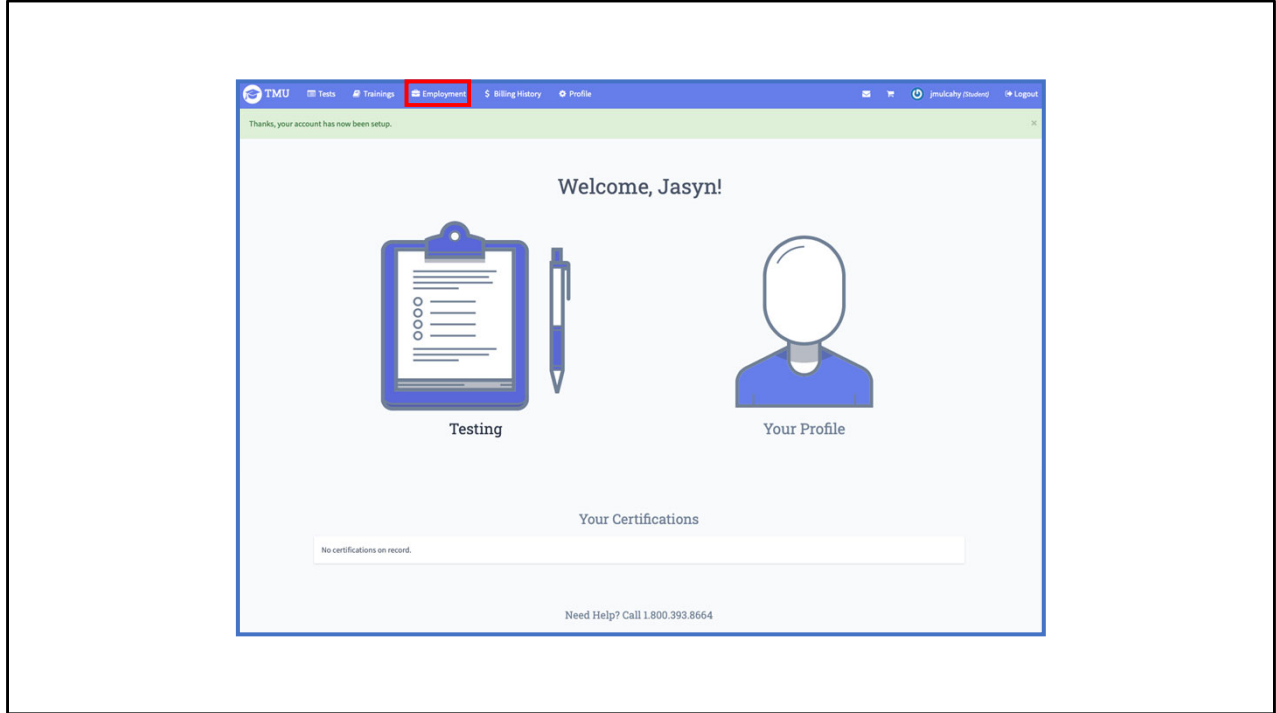


If they follow the link in the previous slide, it will take you to this home page

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

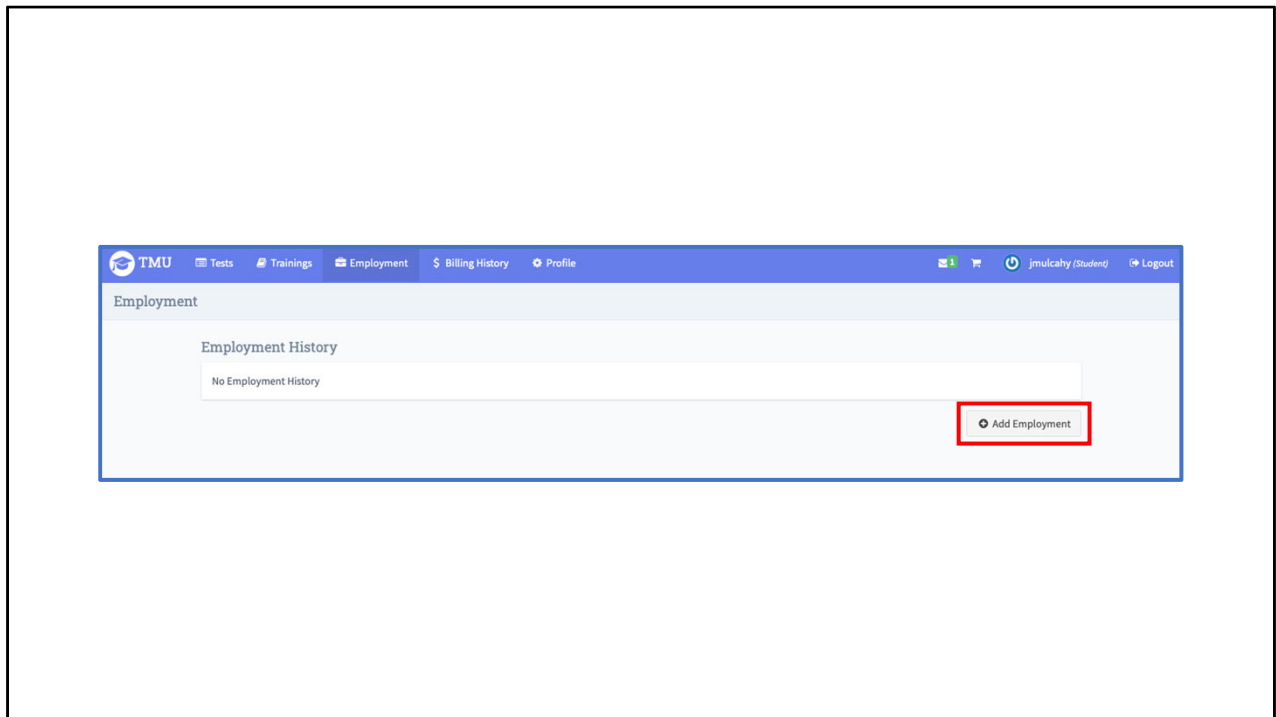


A person will enter their log in information and click 'Sign in'



From the student home page, the student will select the 'Employment' tab at the top of the page

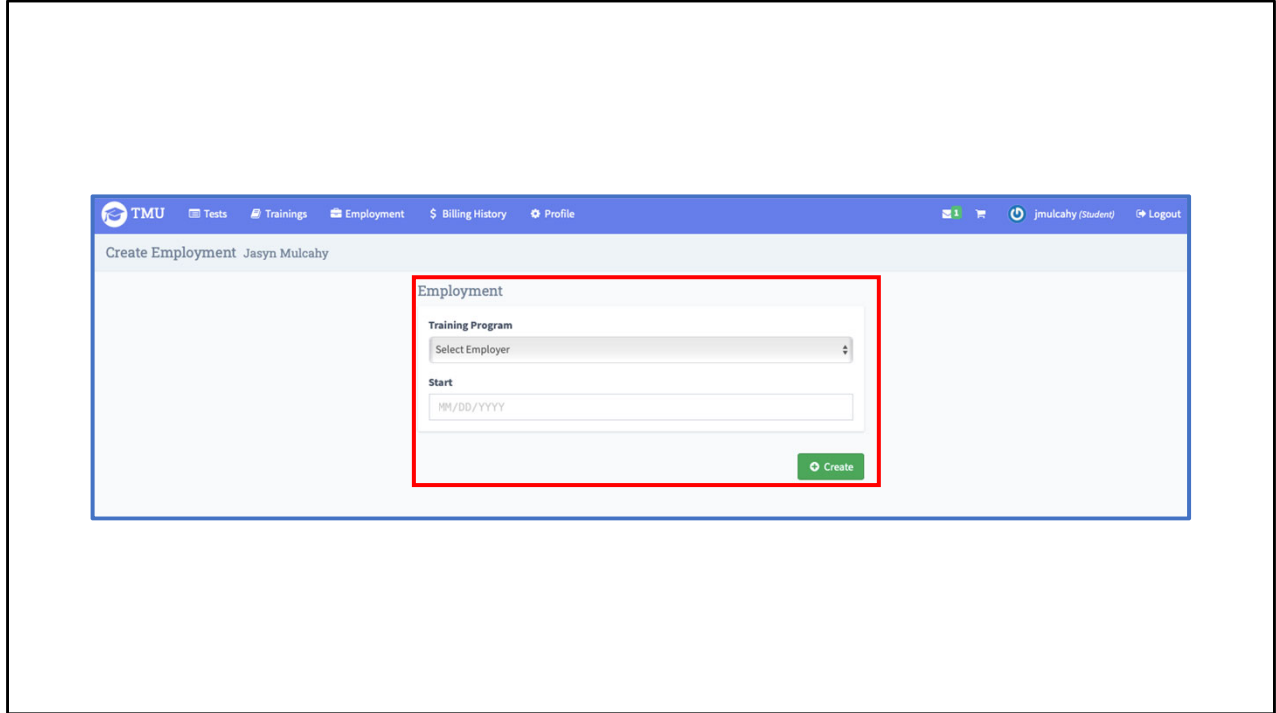
It will bring the student to....



This page. The employment screen

From the Employment screen, the student will click the 'add employment' box in the lower right side

Which will bring them to....



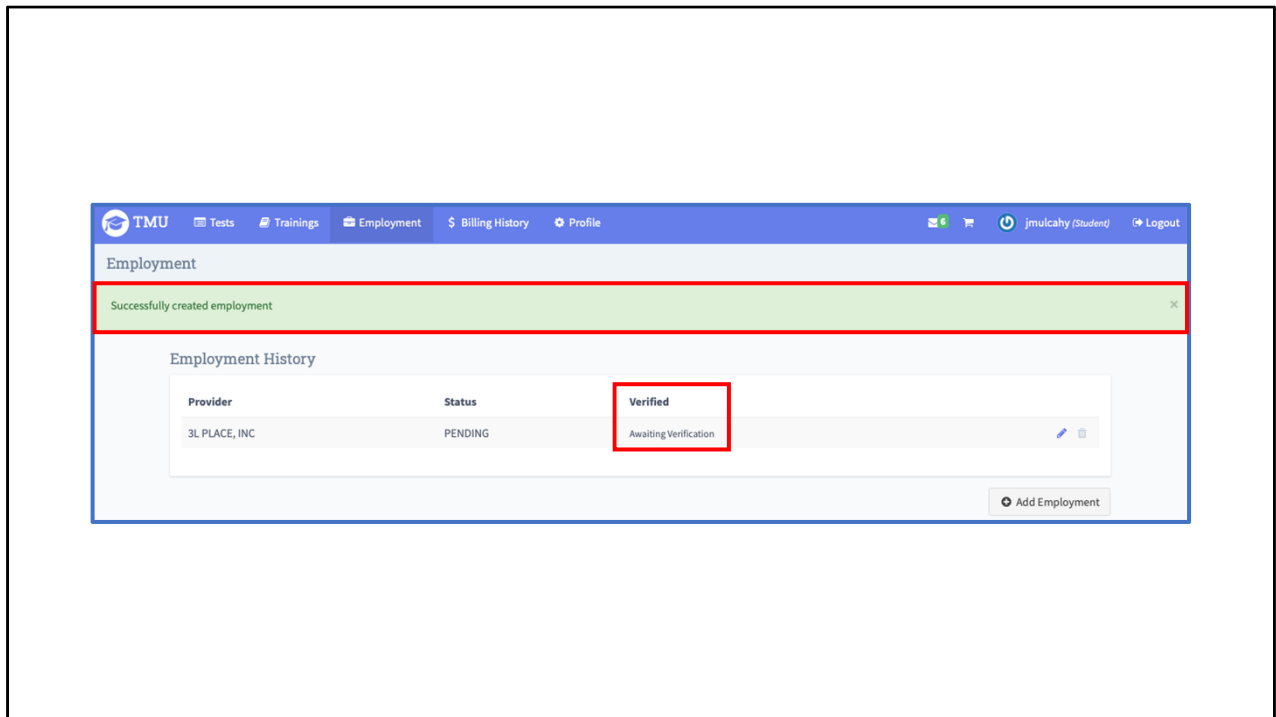
This page

The student will select their employer from the 'Training Program' drop-down menu.

The student will enter their MAP Training start date in the 'Start' box

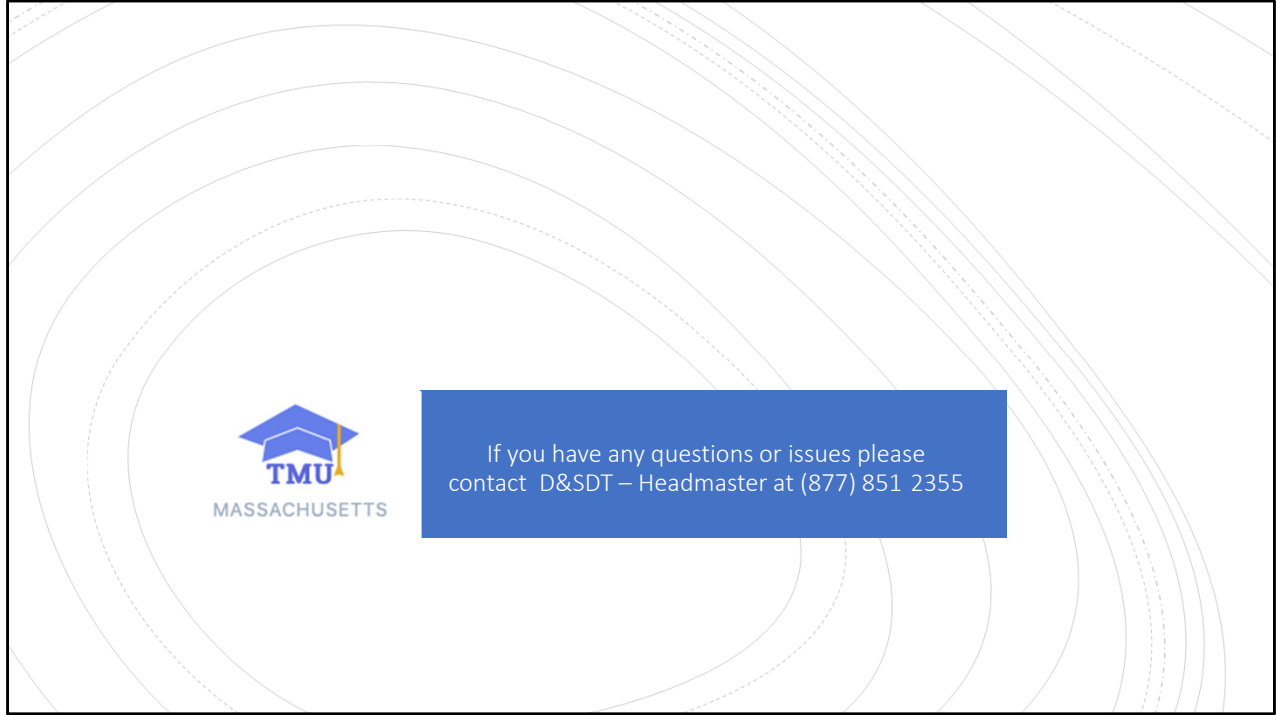
When the student is finished entering their information they will click the 'Create' box in the lower right side

The employment request will be sent to the selected employer for verification or denial



A green bar will appear across the top of the employment page informing the student that they have successfully created and sent their employment verification request

When the request has been approved or denied, it will appear in place of 'Awaiting Verification' under 'Verified'



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