



# TestMaster Universe

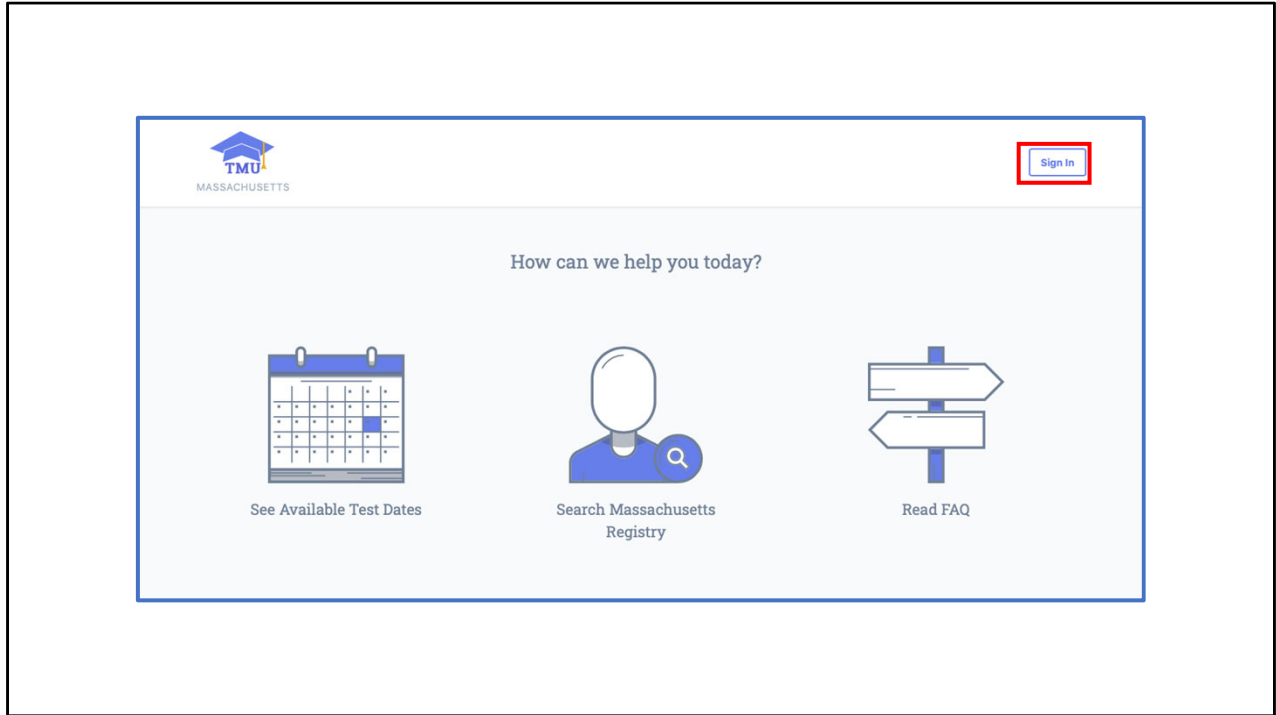
Massachusetts



Trainer:  
How to Request Employment Verifications

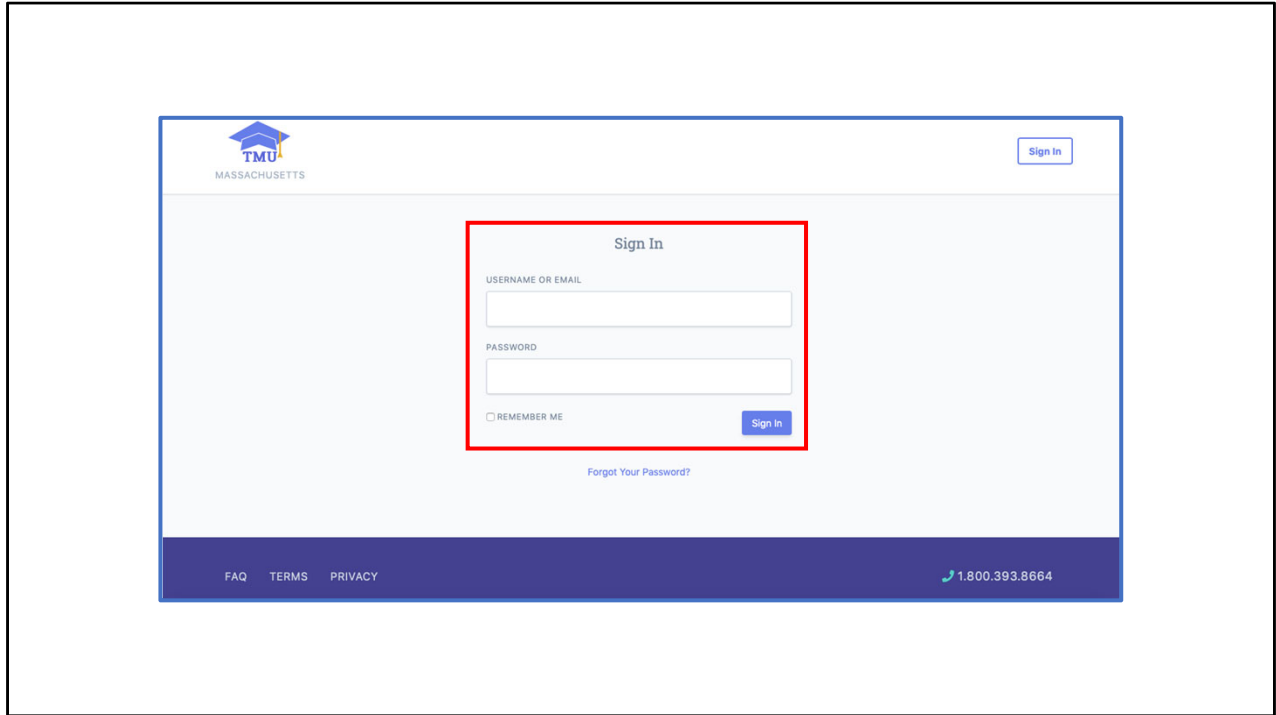
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn with D&SDT – Headmaster and today I will show you how a trainer requests employment verifications for their students

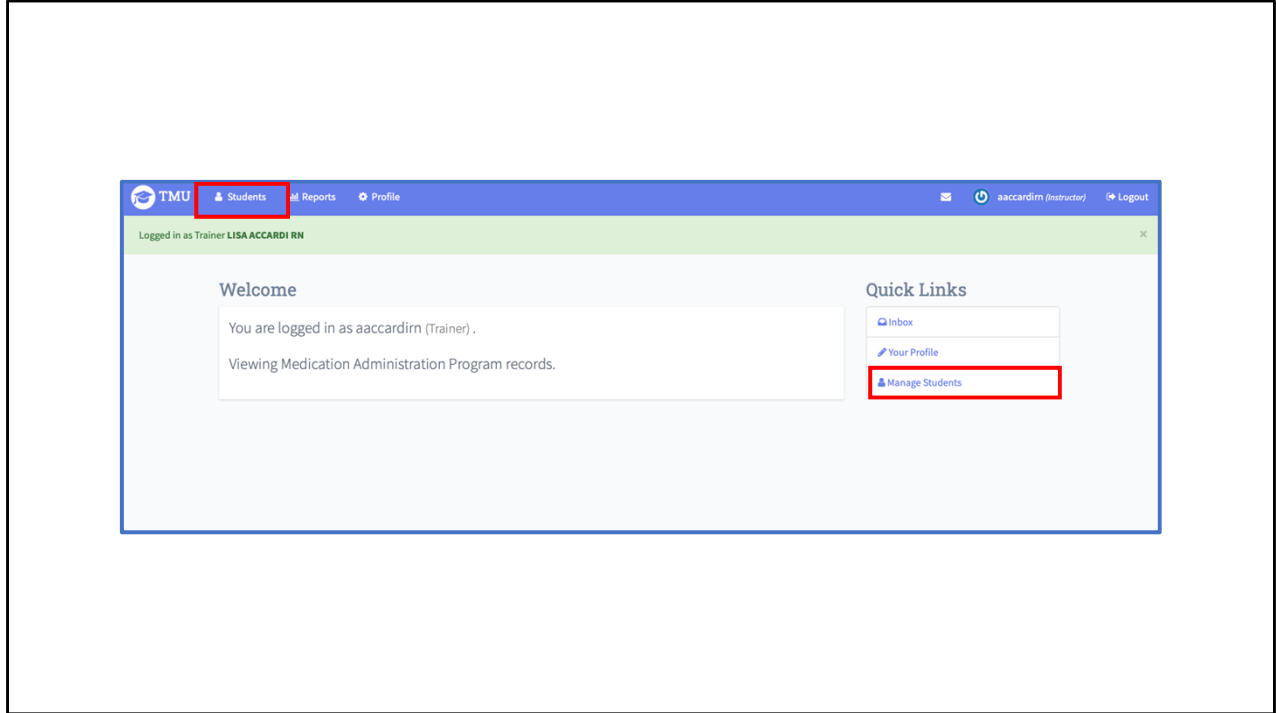


If they follow the link in the last screen, it will take them to this home page

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'

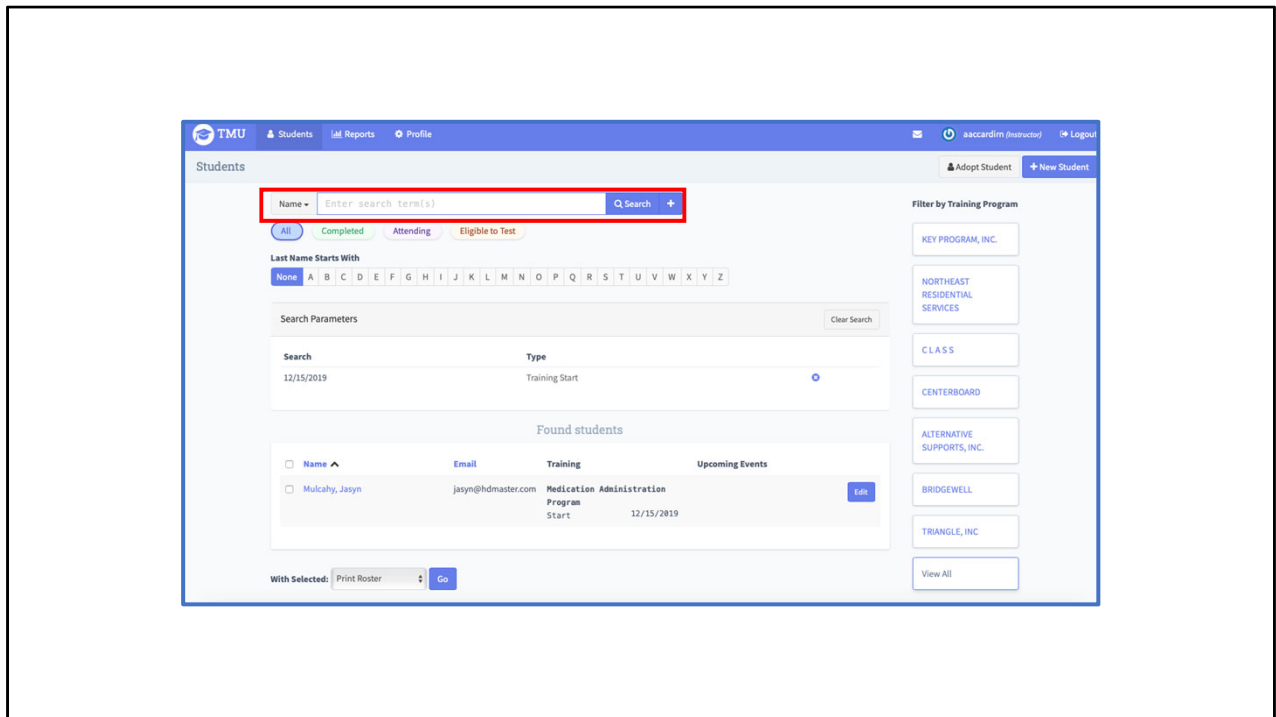


Which brings you to the Trainer's home page

To view students, the trainer may click on the "Students" tab at the top of the page or 'Manage Students' on the right, under 'Quick Links'

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

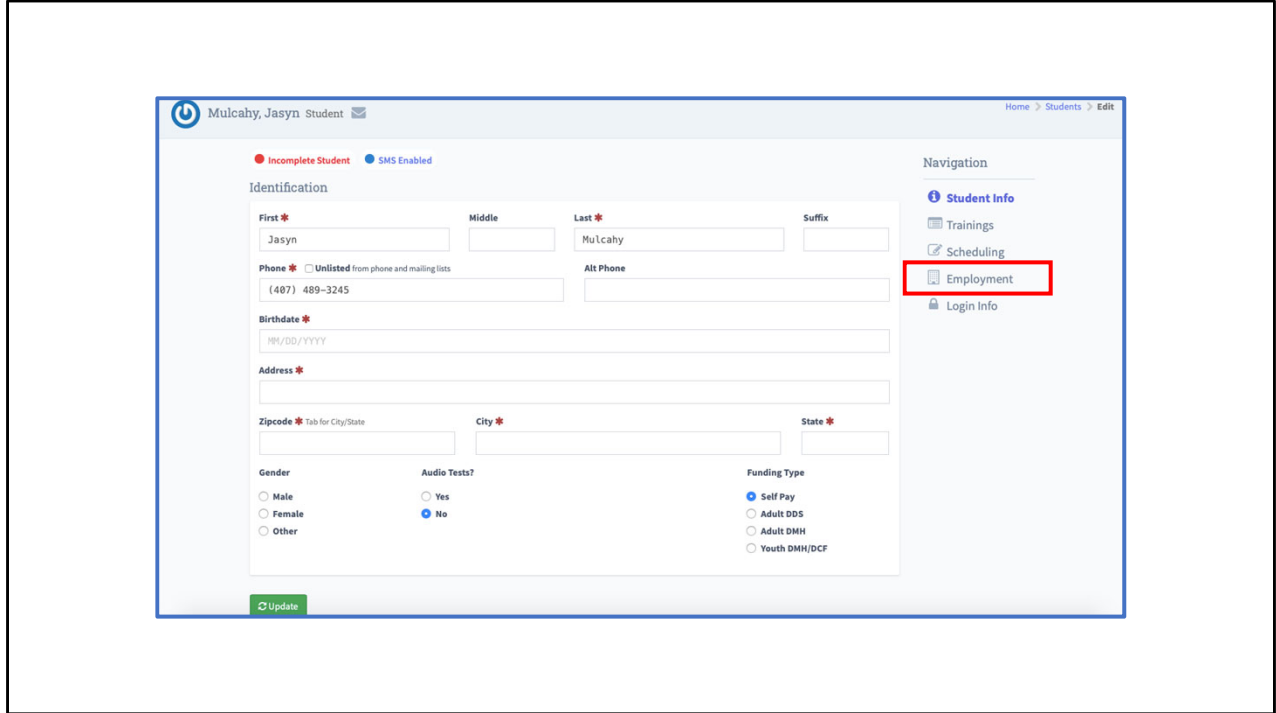
Which will bring the trainer to....



This page, the “Students” page

From the ‘Students’ page, pull up the student record that needs employment verification using any of the search options from the dropdown box

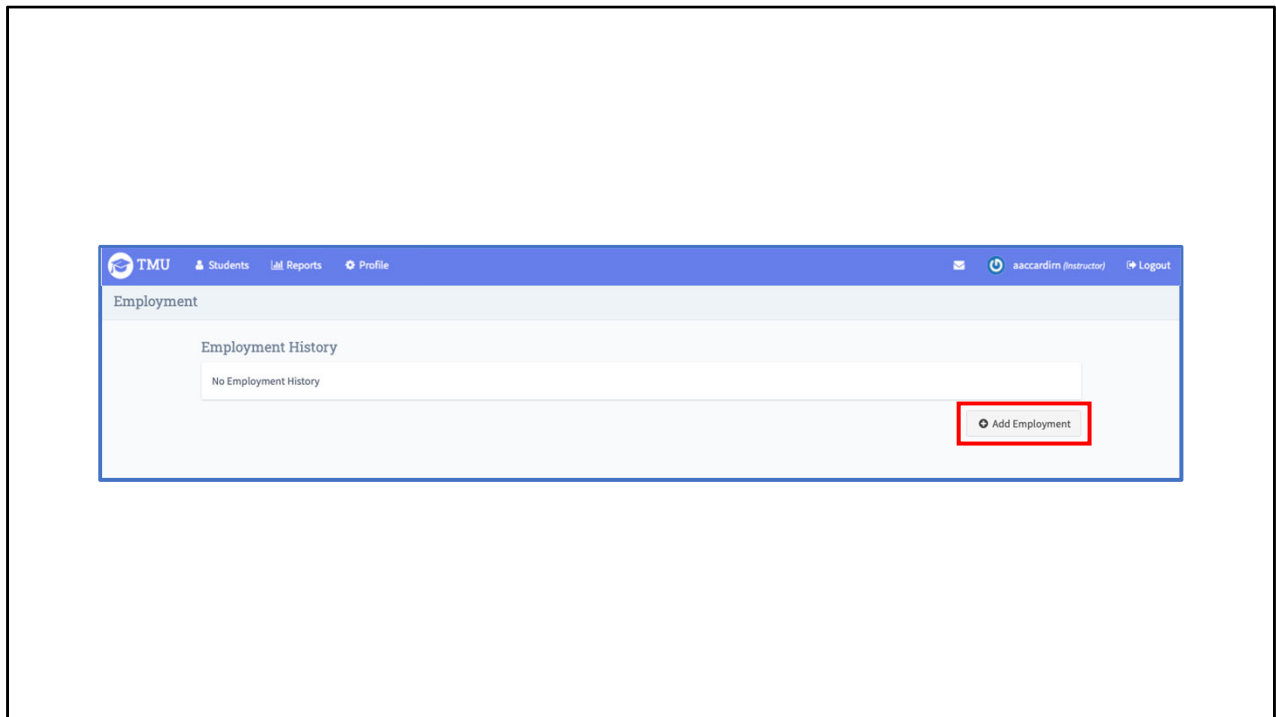
For this search the training start date was used. Click on the student's name to open the student's record



Which will bring you into the student record. A trainer may navigate through the student record by using the 'Navigation' Pane on the right-hand side.

To request an employment verification select 'Employment'

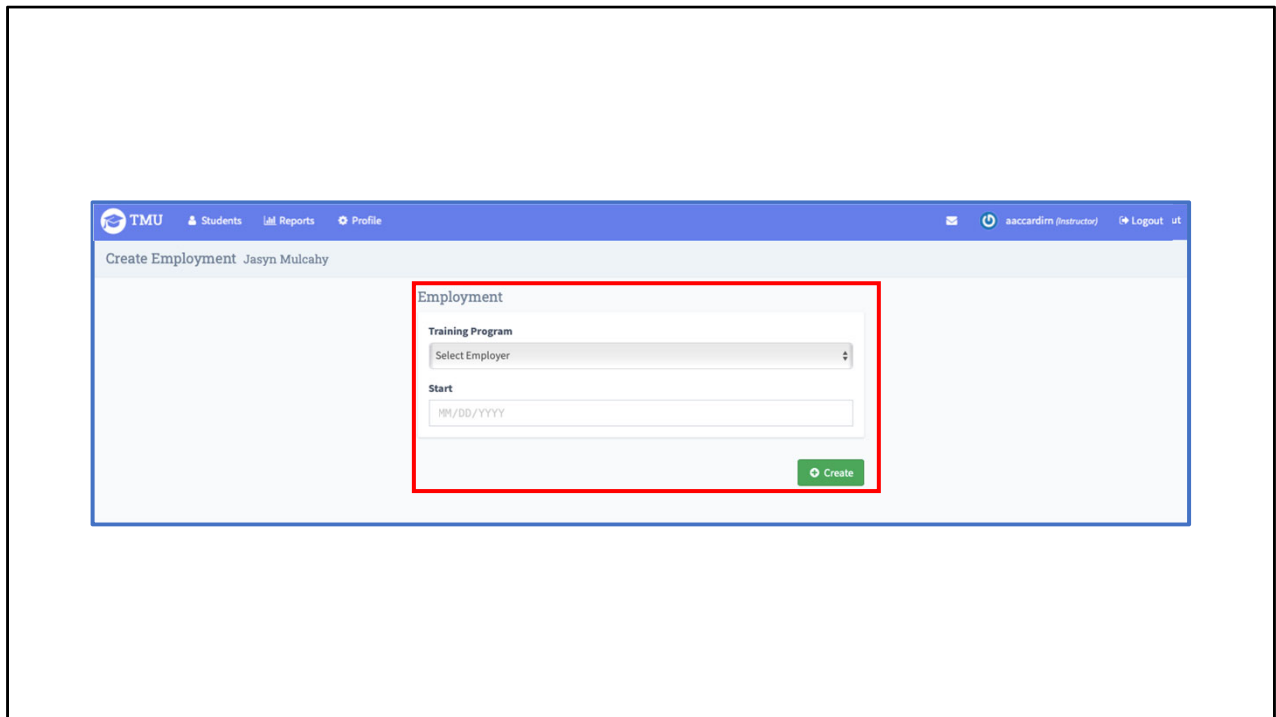
FYI, the trainer may edit demographic information from this screen as well



Once on this screen, the trainer will click on “Add Employment”

Which will bring them to...





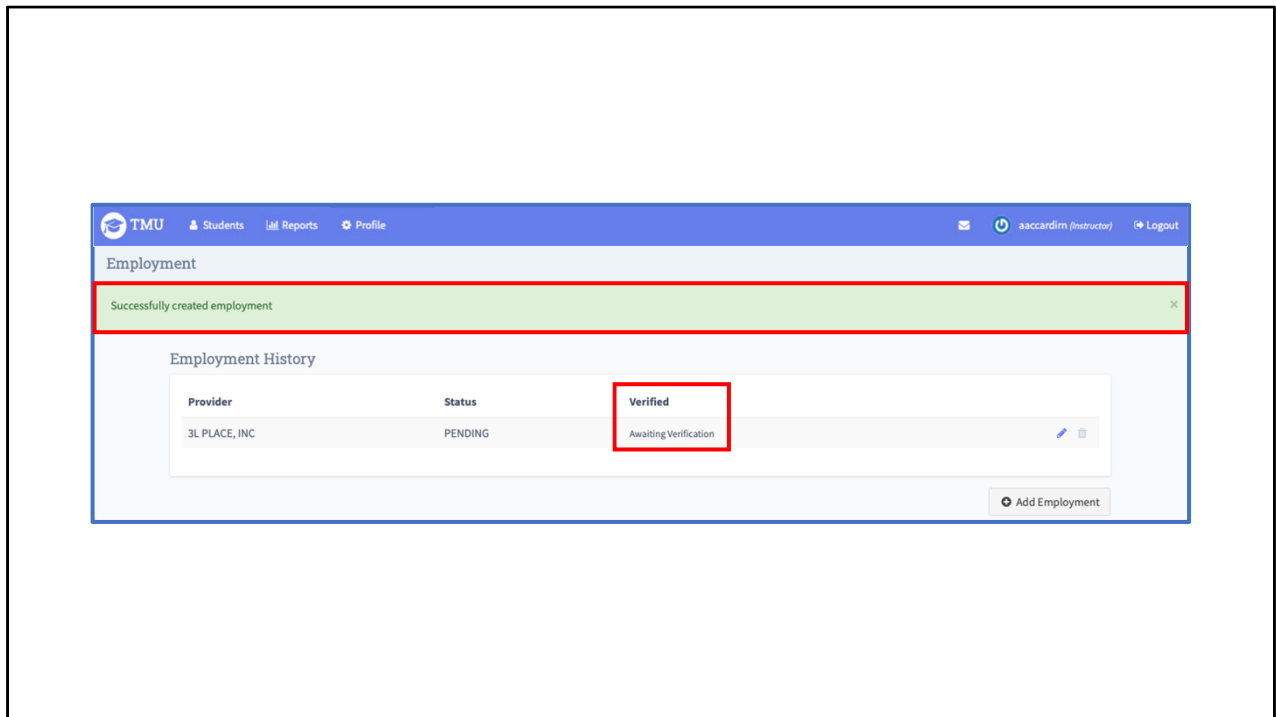
This screen

The trainer will select the employer from the 'Training Program' drop-down menu

The trainer will enter the employment start date in the 'Start' box – This is for data entry.  
The approval to test is based off of the date the employer verifies

When the trainer is finished entering the information they will click 'Create'

The employment request will now be sent to the employer for verification.

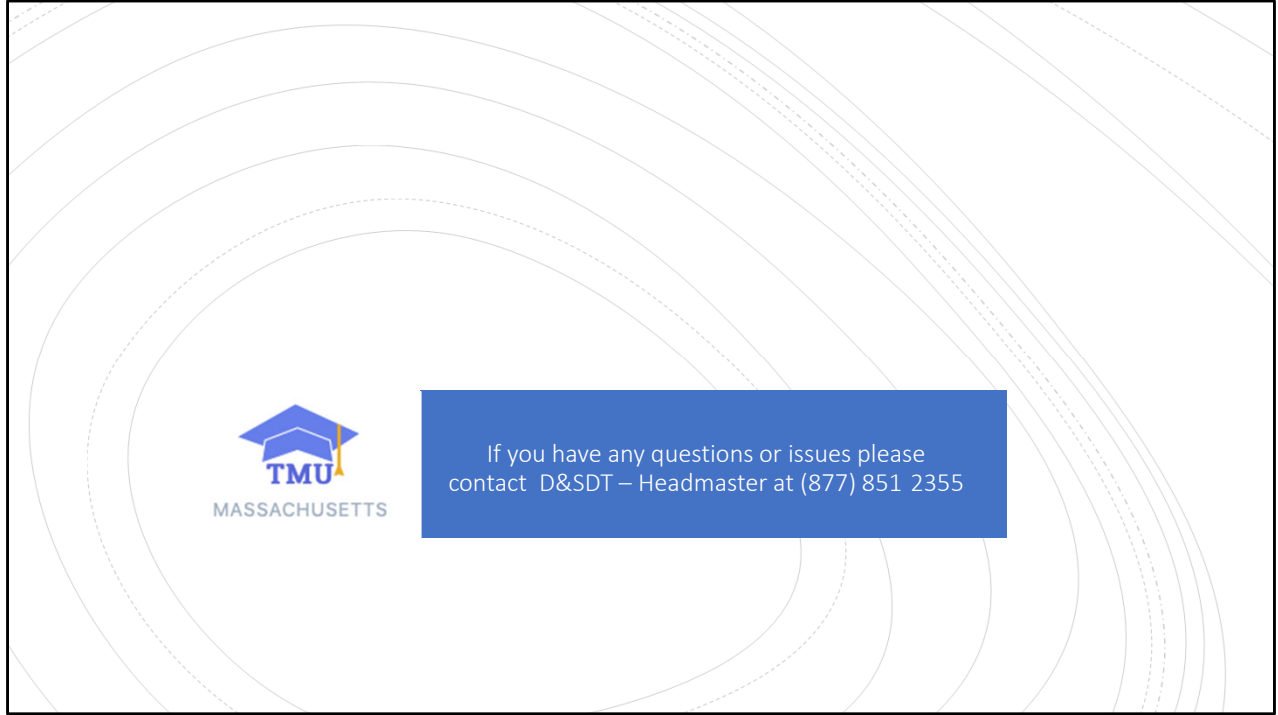


A green bar across the top of the record appears that says “Successfully created employment”

Under “Verified” will appear “Awaiting Verification”

When the request has been approved or denied, it will replace ‘Awaiting Verification’ under ‘Verified’ with “Approved” or “Denied”

The trainer will be able to leave the screen at any point and go back to other students records by clicking the ‘Students’ tabs.



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