



TestMaster Universe

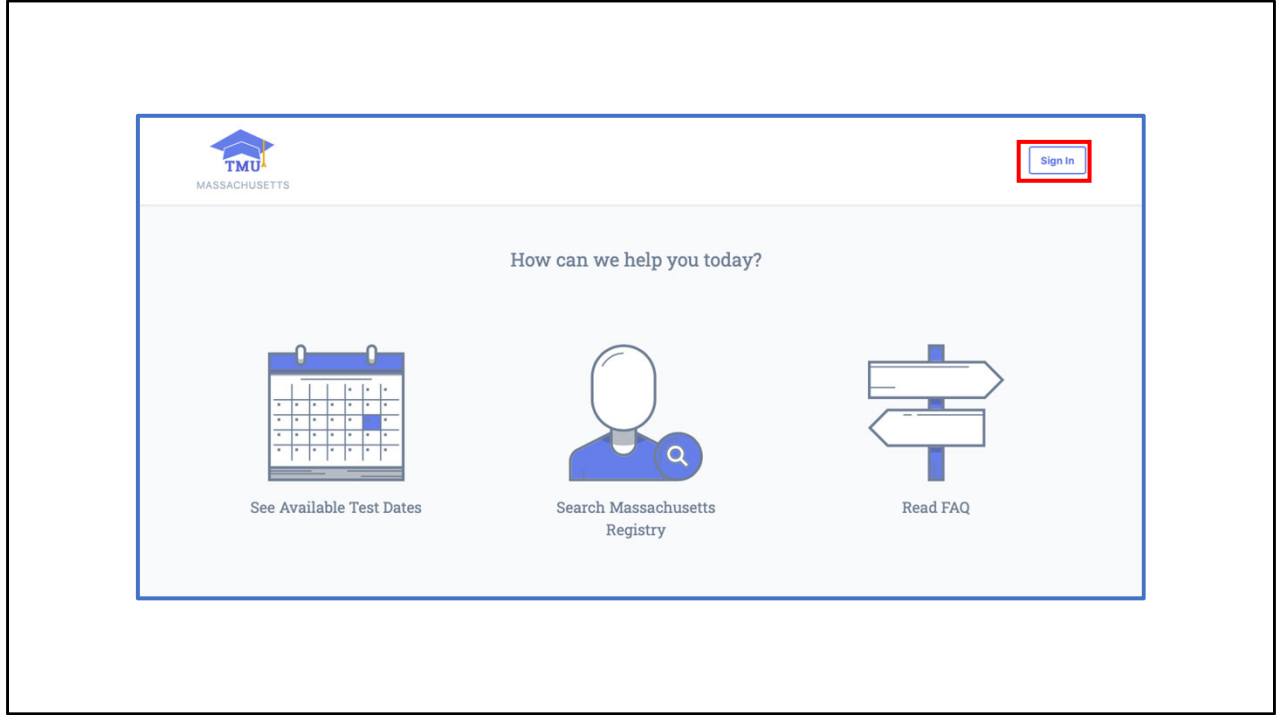
Massachusetts



Provider: How to Approve Employment Verifications

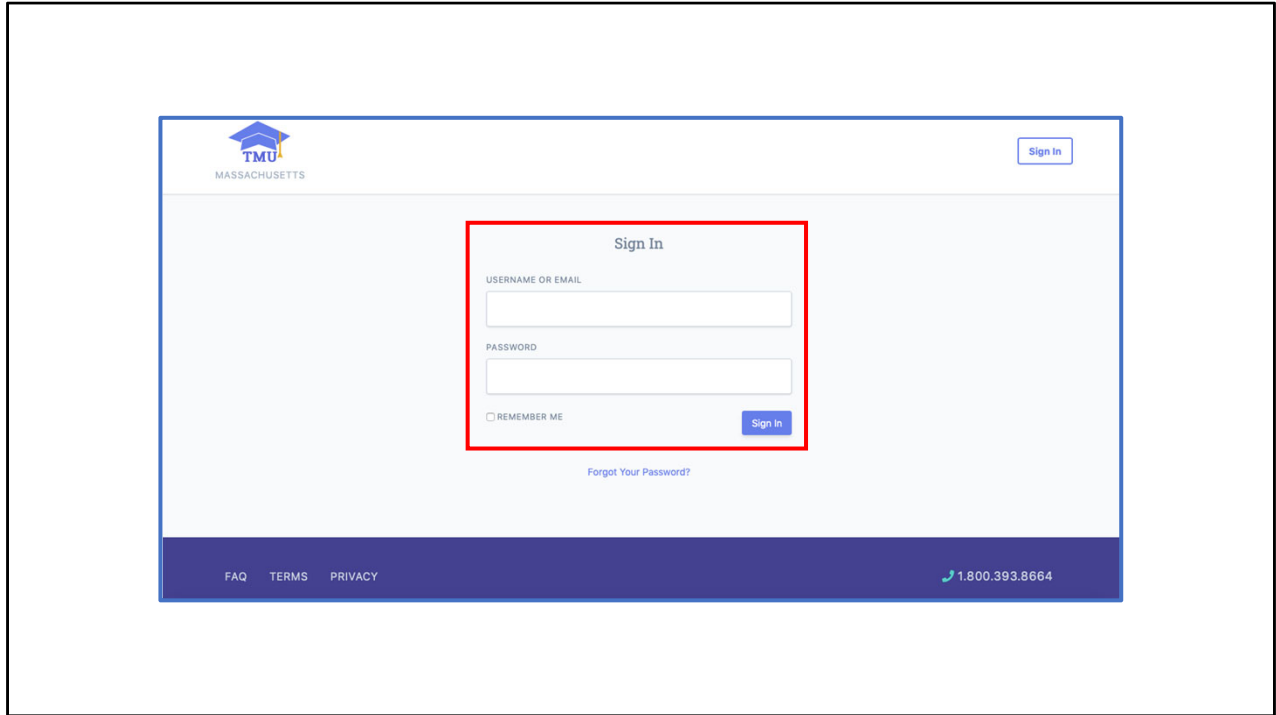
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn and I'm from D&SDT – Headmaster and today we are going to go over how to approve employment verifications as a provider.

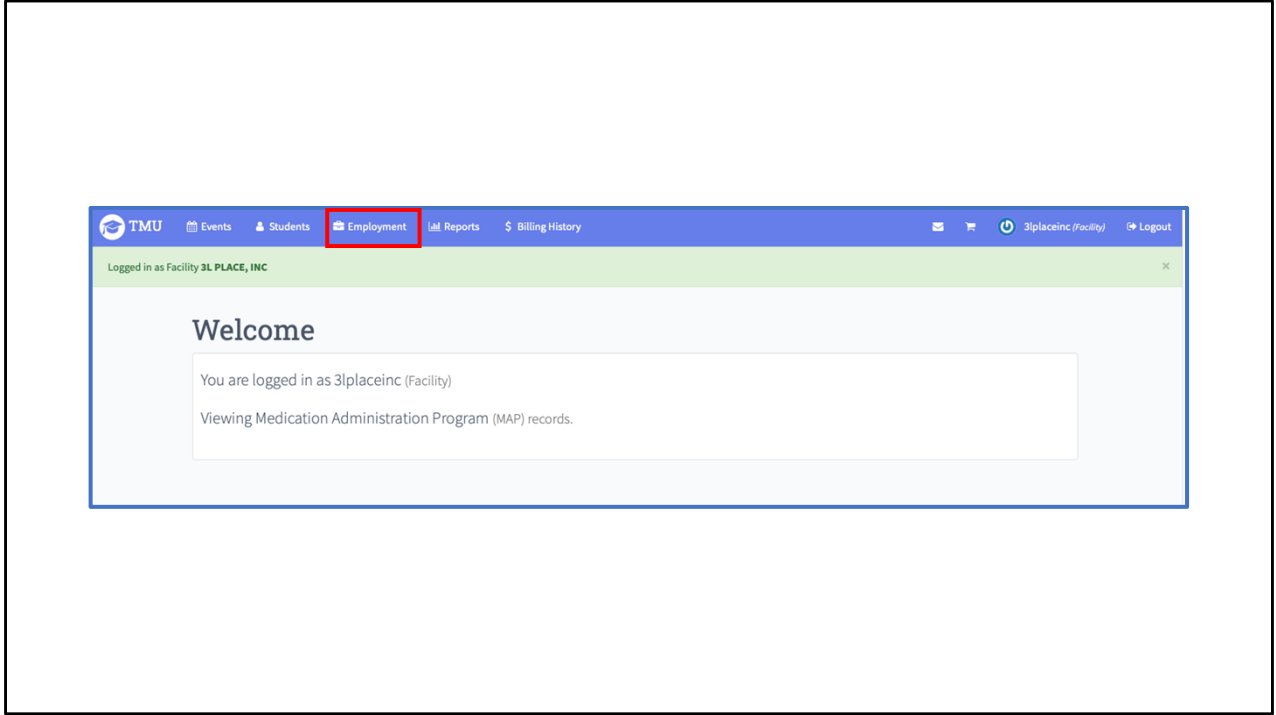


If you follow the link in the last screen it will take you to this home page.

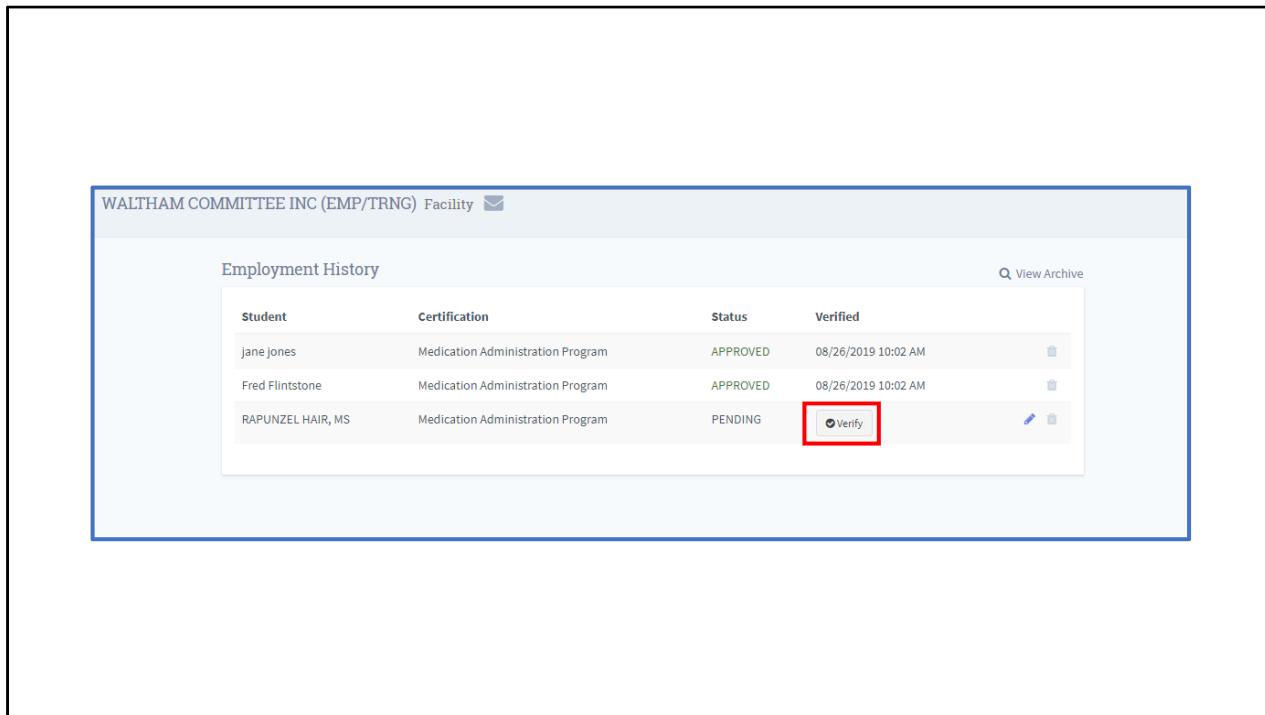
To log in click the 'Sign In' button in the upper right-hand corner.



You will enter your log in information and click 'Sign in'



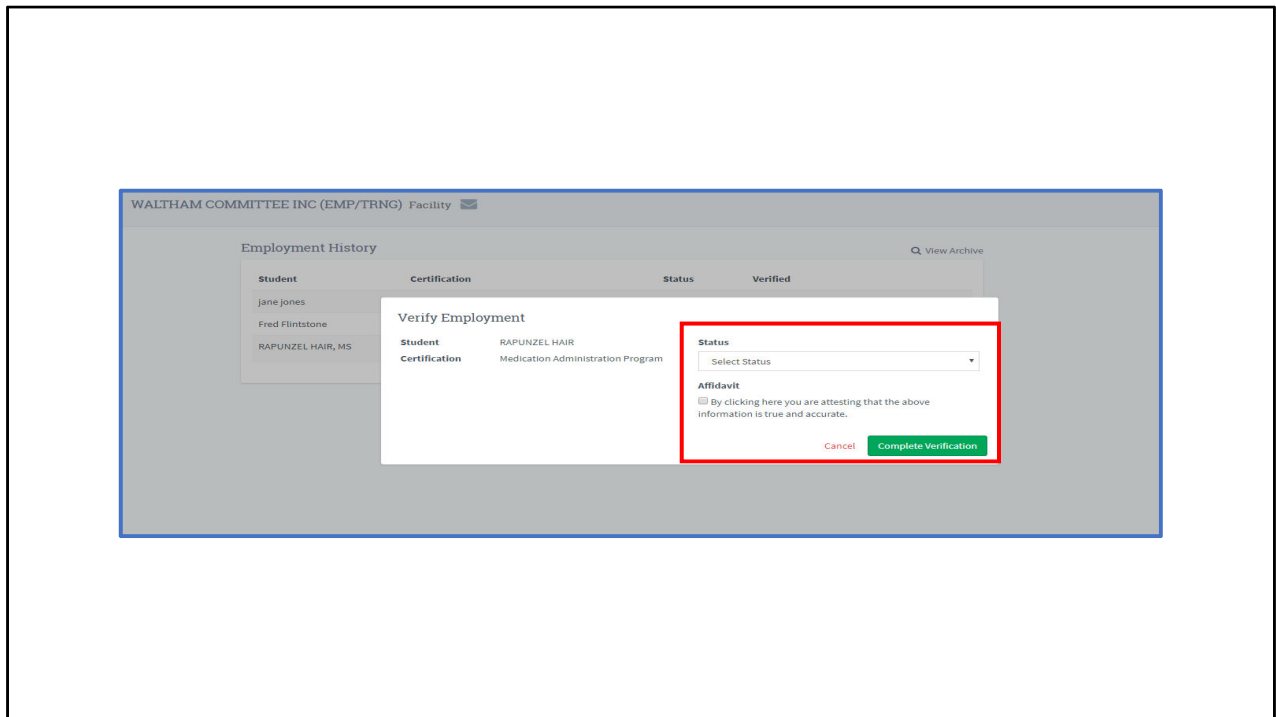
From the home page, click on the 'Employment' tab



Everyone who has requested employment verification from the provider since the last time **the provider logged** in will be listed

If you would like to view past employment verifications, you can click 'View Archive'

To approve or deny someone's employment verification you will click 'Verify' next to the student's name



This statement will pop up

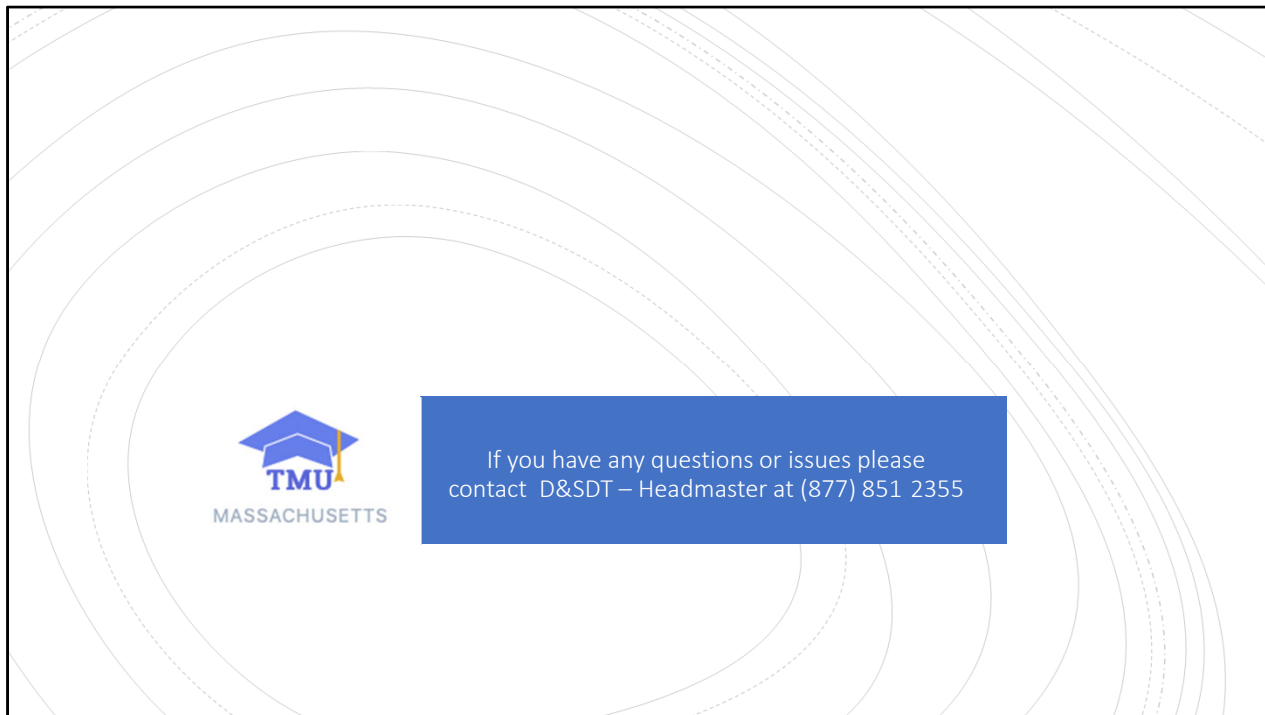
In the 'Status' bar the provider will select "approve" or "deny"

If the provider denies the request, a 'Reason' box will Pop up. The system will not let the provider 'Complete Verification' without entering a reason in the 'Reason' box

Whether the provider is approving or denying the request they will have to checkmark the affidavit

When all the information is entered the provider will click on 'Complete Verification'

When a verification has been completed, a student will be eligible to schedule a test event



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