



TestMaster Universe

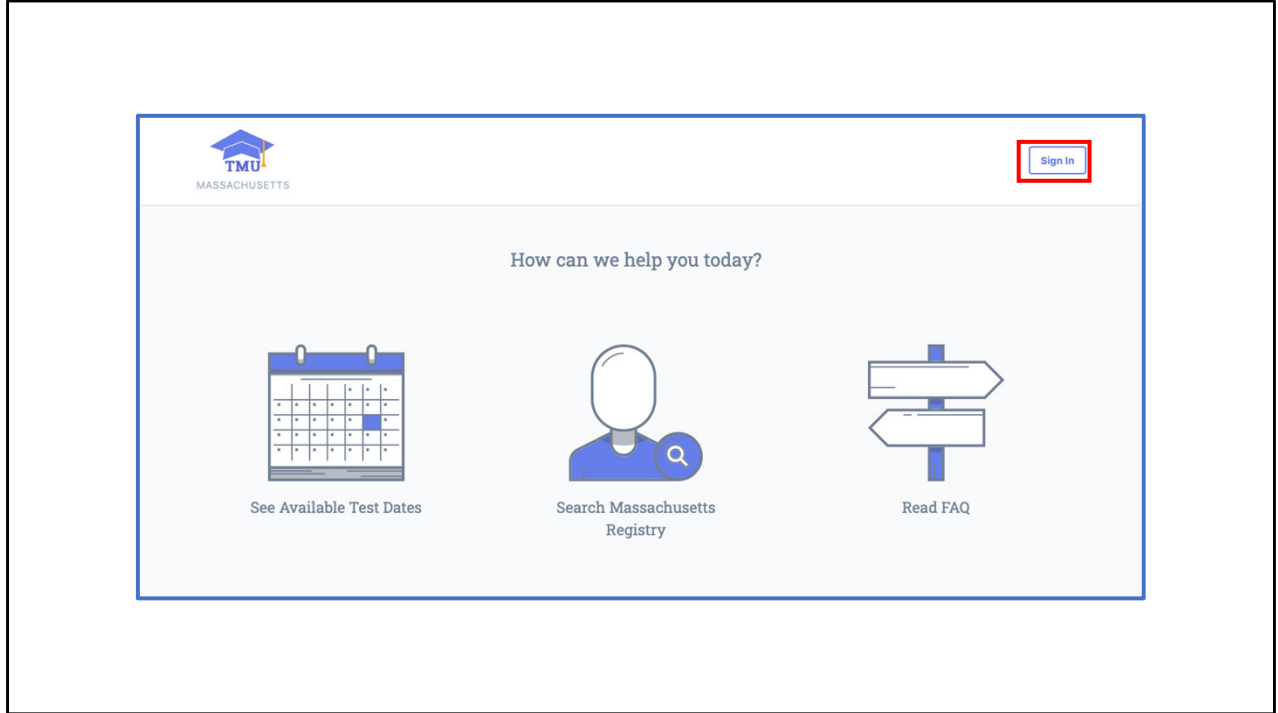
Massachusetts



Provider: How to Enter a Student

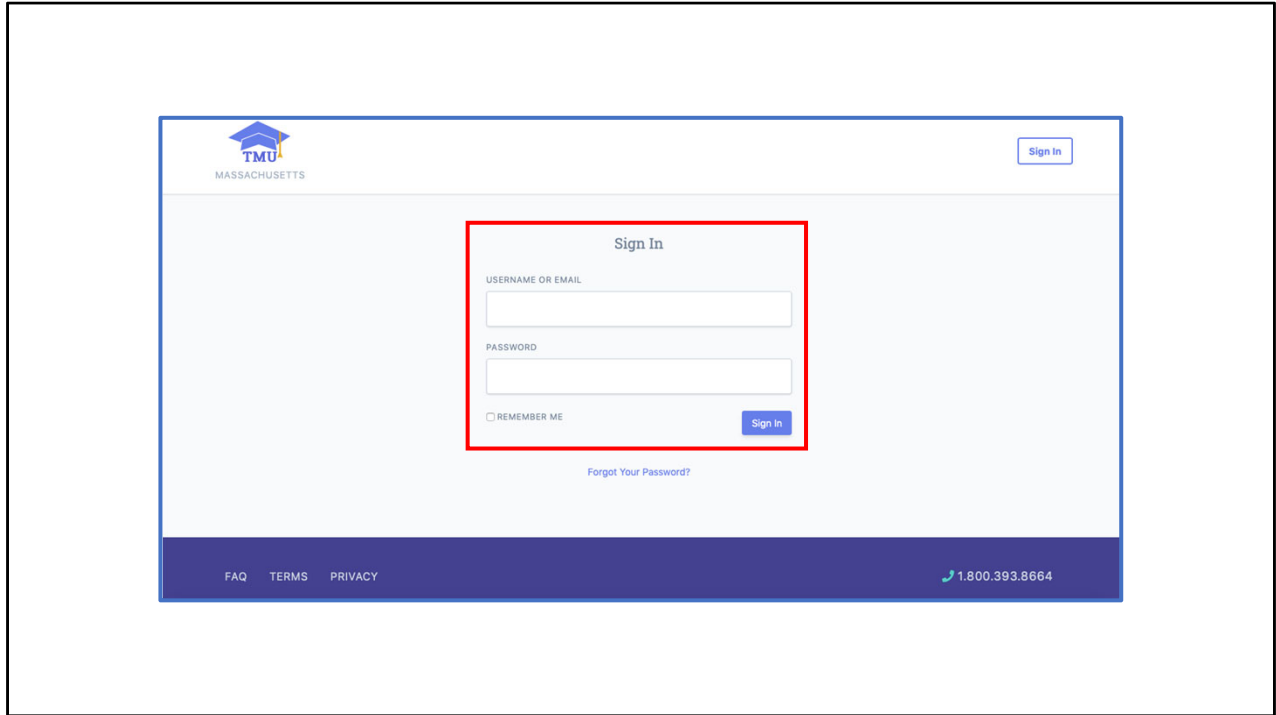
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn. I'm from D&SDT – Headmaster. And today we are going to show you how a provider enters a student.

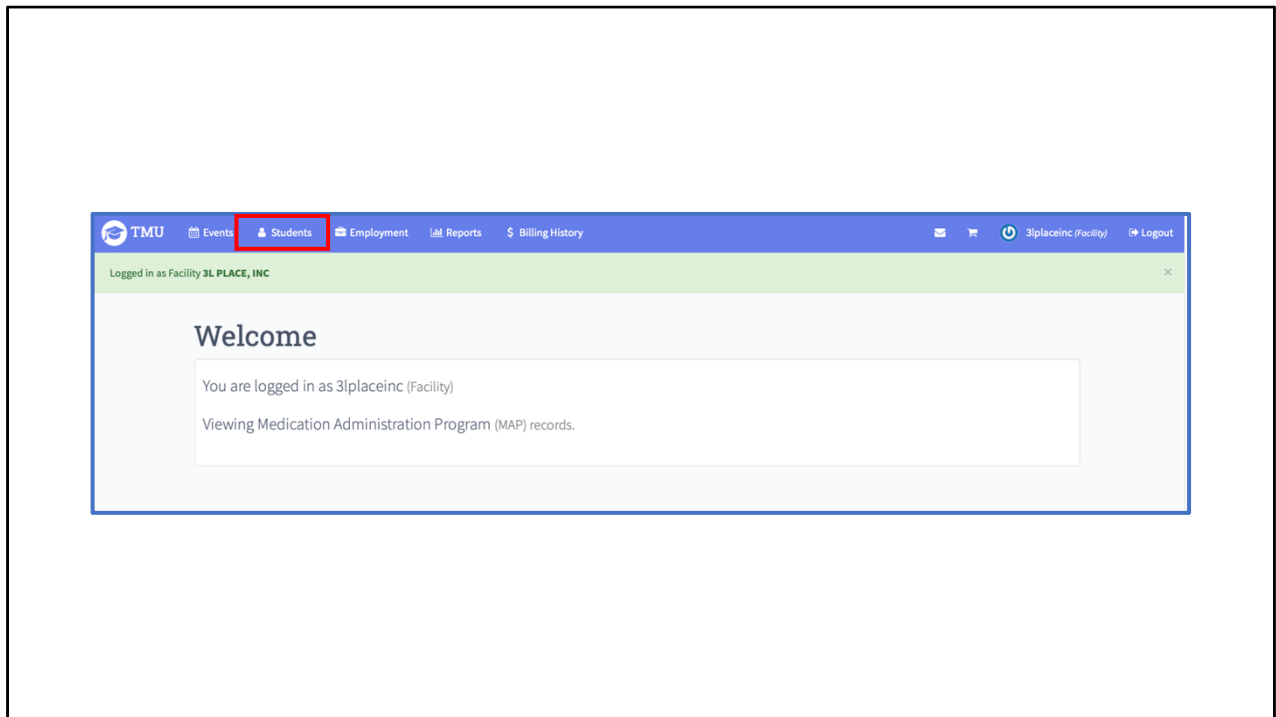


From the web address in the last screen, it will take you to this homepage.

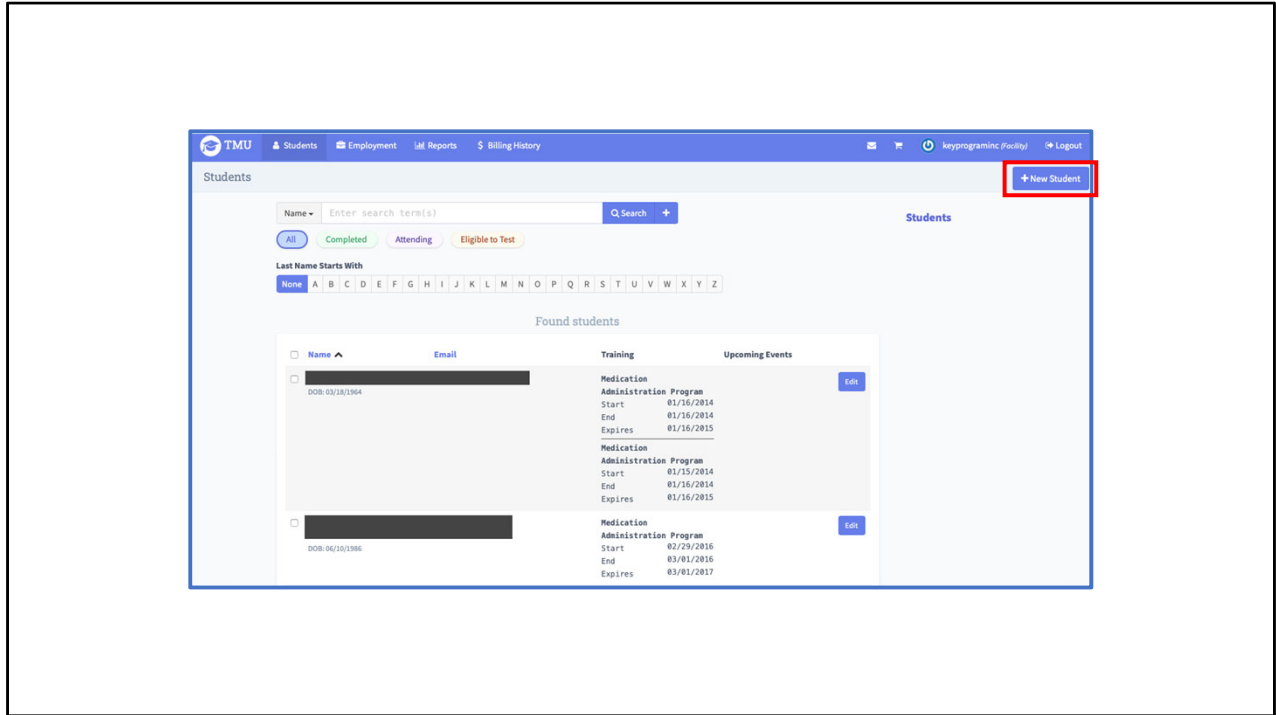
To log in click the 'Sign In' button in the upper right-hand corner.



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



To view students, the provider will click on the 'Students' tab



The provider will then click 'New Student'

The image shows a web form for entering student information, divided into two main sections: 'Upper Page' and 'Lower Page'.

Upper Page:

- Identification:**
 - First * (required)
 - Middle
 - Last * (required)
 - Suffix
 - Email *
 - Phone * (with checkbox for '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 (selected), Adult DDS, Adult DMH, Youth DMH/DCF

Lower Page:

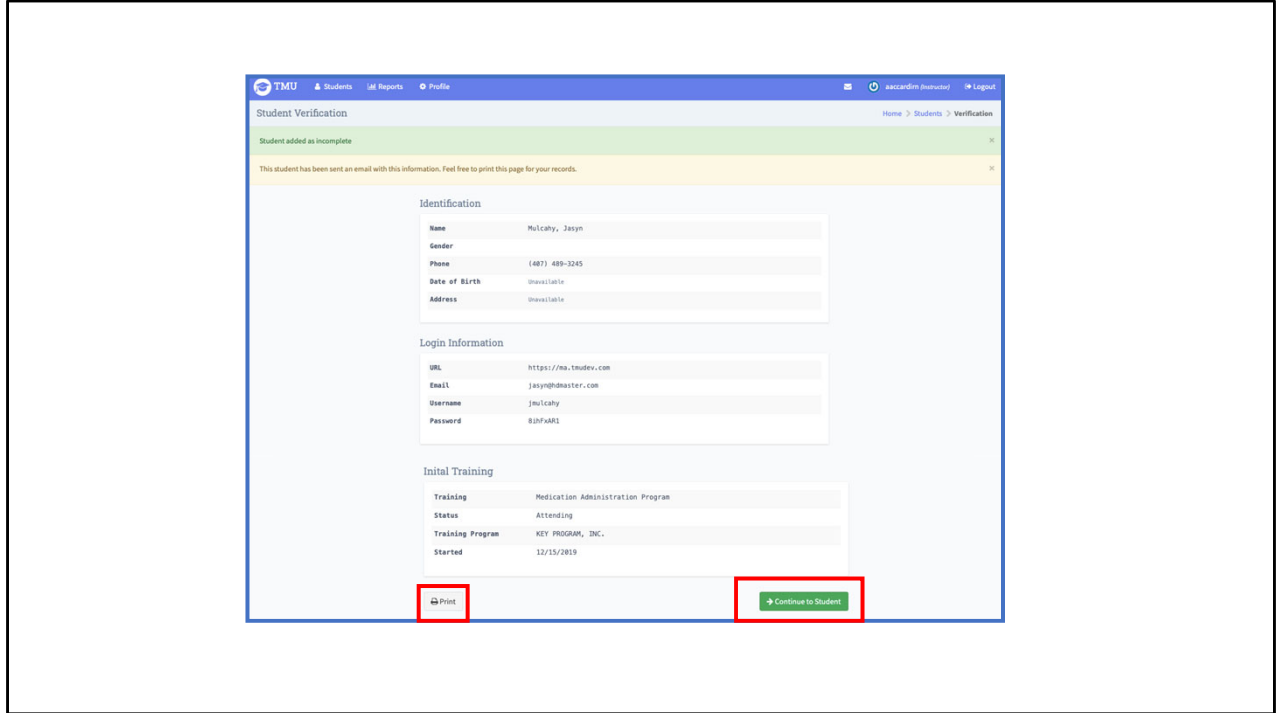
- Training Info:**
 - Discipline * (required): Medication Administration Program
 - Training Program * (required): Please Select
 - Training * (required): Medication Administration Program
 - Trainer * (required)
 - Status: Attending
 - Type: Normal
- Dates:**
 - Started * (required): MM/DD/YYYY
 - Ended: MM/DD/YYYY
 - Expires: MM/DD/YYYY
- Save Student:** A green button at the bottom left of the lower page.

The provider will now enter in the student's information

The red asterisks are the required fields

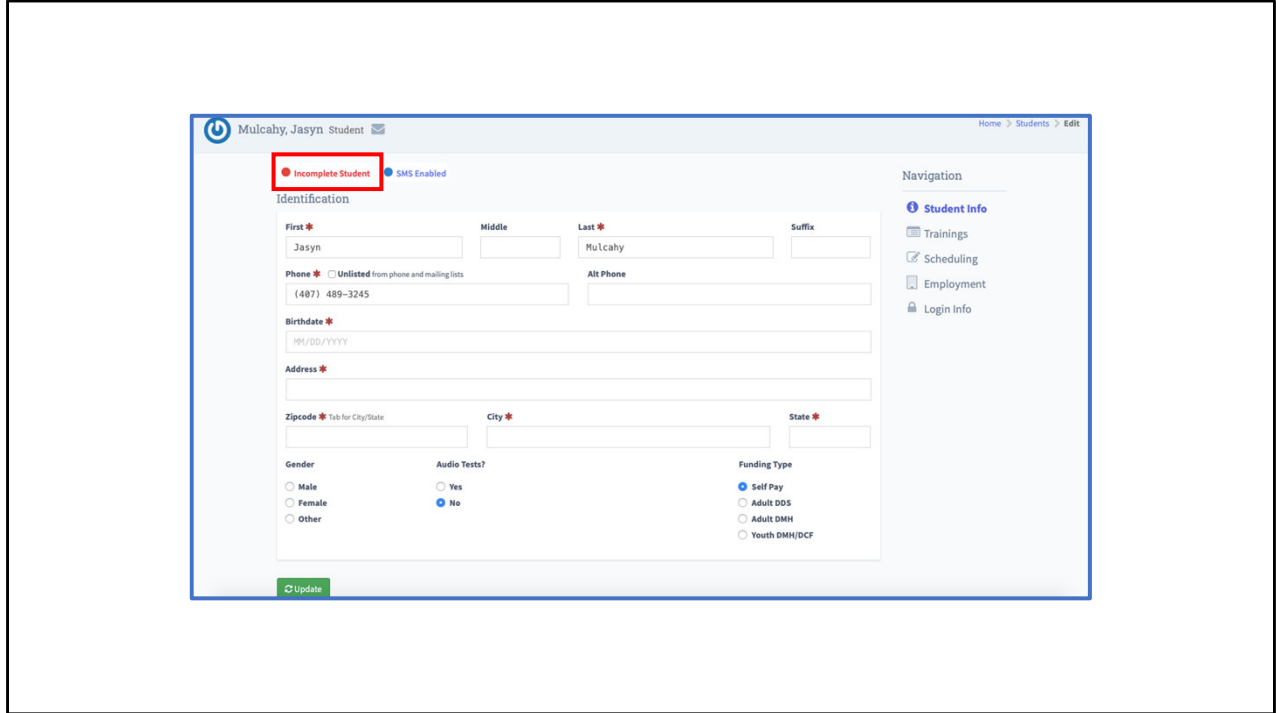
Notice – on this screen the provider has the option to choose their funding status

Once the provider has entered the student's information they will click 'Save Student'



After saving the student, the provider will get a verification page. The provider 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 provider will **Click** 'Continue to Student'



At this point, the student will receive an email and a text message with their log in information to TMU.

If a student's record is incomplete, when the student logs in they will be forced to enter the remainder of their demographic information.

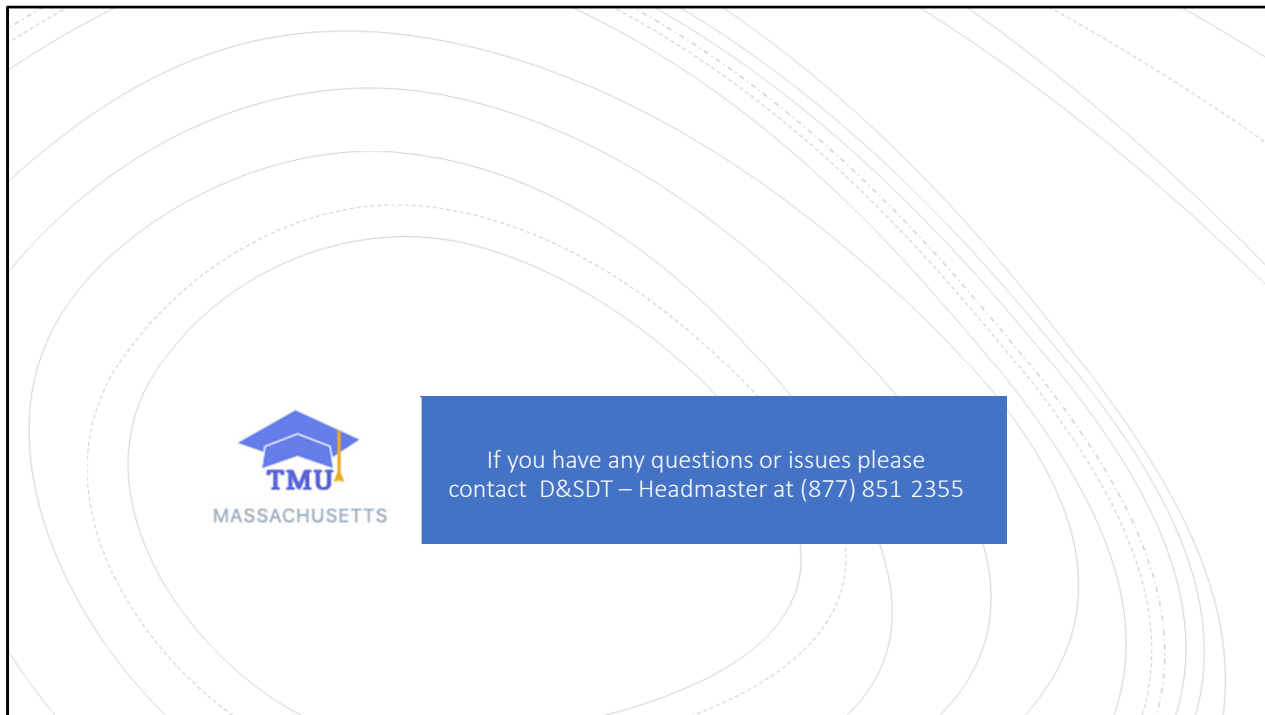
Account Created

Your testmaster account has been created. Here is your temporary password:

Username: ckoelpin *(Or your email address)* Password: QPphAzja

Login at <http://mass.test> to gain access to your account.

This is an example of the email and text message that a student would receive



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