



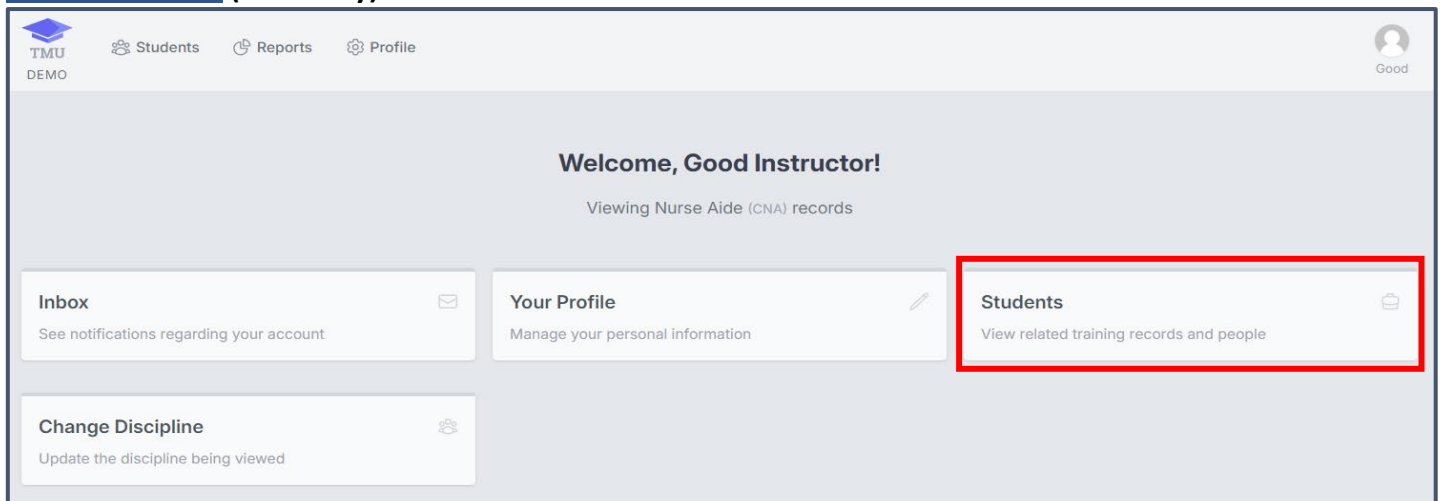
### TMU© INSTRUCTIONS

#### ENTERING A STUDENT IN TMU© AT START OF TRAINING

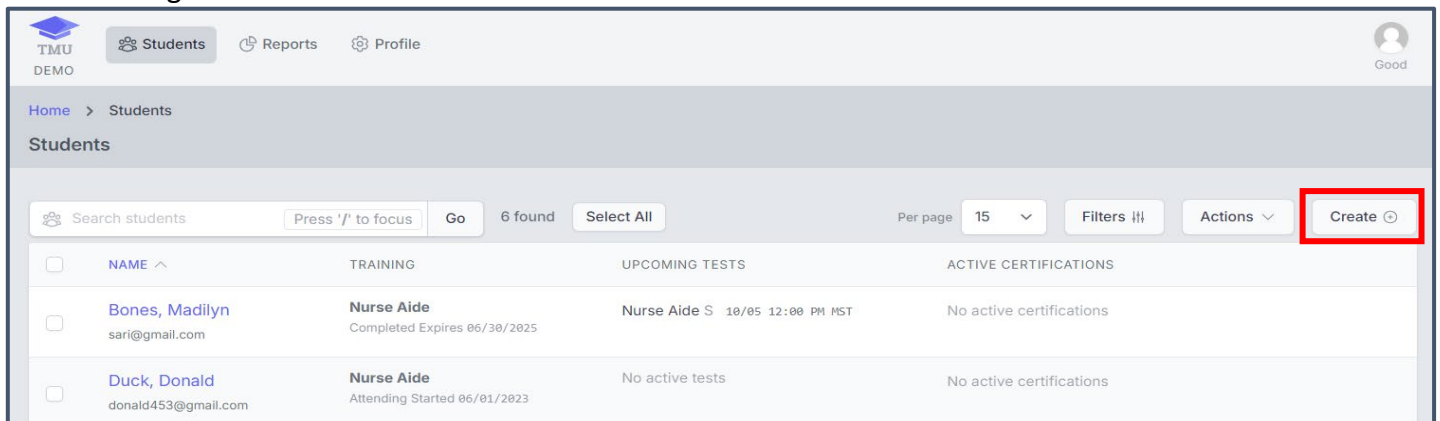
As a Primary Instructor teaching nurse aide training, you will need to request a login to access TMU©. If you do not have a login, the **INSTRUCTOR LOGIN REQUEST** can be found on the Minnesota TMU© main page under **APPLICATIONS**.

→ **Link to forms:** [mn.tmutest.com/apply/2](http://mn.tmutest.com/apply/2) (MN State) or [mr.tmutest.com/apply/2](http://mr.tmutest.com/apply/2) (In-Facility).

In order to enter students into TMU© at the start of their training, log into [mn.tmutest.com](http://mn.tmutest.com) (MN State) or [mr.tmutest.com](http://mr.tmutest.com) (In-Facility) and click on **STUDENTS**:



Click the + sign next to **CREATE**:



Enter the six required fields with the **red \*** on the next page. It is important that the information entered is correct. (If the student's **FIRST** and **LAST** names do not **exactly match** the printed names on their ID(s) when they check in for their exam, they are not allowed to test.)

- 1. First Name** [exactly as printed on their required ID(s) they need to present at test check in]
- 2. Last Name** [exactly as printed on their required ID(s) they need to present at test check in]
- 3. Phone #** [student's personal number (usually a cell phone #)]
- 4. Email** [student's personal email that they check]
- 5. Training Start Date**
- 6. Choose the Training Program from the drop-down list**



The cell phone number and email address are used to receive text notifications regarding testing and renewals. The email address is also used to log into TMU@.

Make sure the student's first and last name **EXACTLY MATCH** the printed name on their required ID(s) they need to present at testing when they check in.

LEGAL FIRST NAME \*  MIDDLE  LEGAL LAST NAME \*  SUFFIX

PHONE \*  ALTERNATE PHONE

BIRTHDATE  EMAIL \*

Enter the student's **personal** phone number.  
Enter the student's **personal** email address.

Mailing Address ADDRESS

CITY  STATE  ZIPCODE

Initial Training CHOOSE DISCIPLINE \*

CHOOSE TRAINING \*

CHOOSE TRAINING PROGRAM \*

CHOOSE INSTRUCTOR \*

Choose the **Training Program** from the drop-down menu as shown.

STATUS  TYPE

Enter the date that the training started.

STARTED \*  ENDED

EXPIRES

CLASSROOM HOURS  CLINICAL HOURS

Sponsor SPONSOR

Click **Save Student**.



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If a candidate is a test-out or challenge candidate, they will need to fill out the **TEST-OUT OR CHALLENGE CANDIDATE APPLICATION FORM 1101** located on the Minnesota In-Facility TMU© main page under **APPLICATIONS**. Link to form: [mr.tmutest.com/apply/1](http://mr.tmutest.com/apply/1).

Once the form is submitted to D&SDT-Headmaster, an account will be created for the test-out or challenge candidate in TMU© so they can register for a knowledge and skills test in Minnesota.

D&SDT-Headmaster will communicate with the candidate when this is completed (via email/text/notification in the candidate's TMU© account) and provide the candidate with their USERNAME and temporary PASSWORD to sign into their account at [mr.tmutest.com](http://mr.tmutest.com). The challenge candidate will need to complete their testing record (instructions are available in the [Minnesota Nurse Aide Candidate Handbook](#)).

**If you have any questions, please call D&SDT-Headmaster (888)401-0462.**