UPDATED: July 1, 2023

TMU© INSTRUCTIONS
HOW TO COMPLETE A STUDENT RECORD THAT DID NOT SUCCESSFULLY COMPLETE TRAINING

We all have students that do not finish a nurse aide training program for one reason or another. That student must be completed in TMU© as an incomplete (with training) designation. This is done so that the record is completed (not left as attending forever) and so you can track attrition (with reasons) for students in your program.

Log into TMU© and click on "Students":
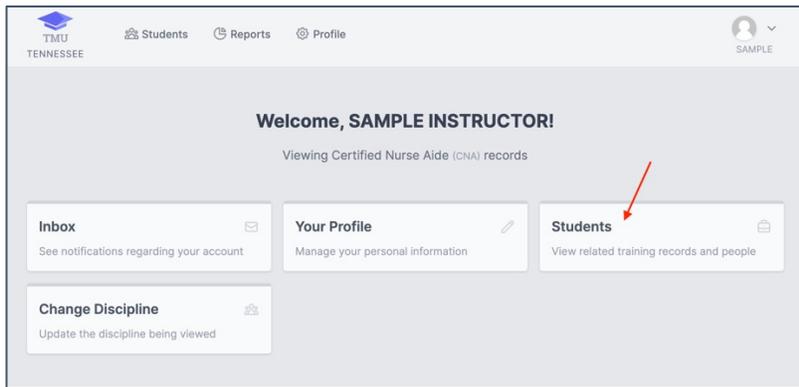
You can search for the student by placing their name in the search box with the people icon and selecting "Go". Once you found the student in the list, select "Edit" on the right side of the screen across from their name:
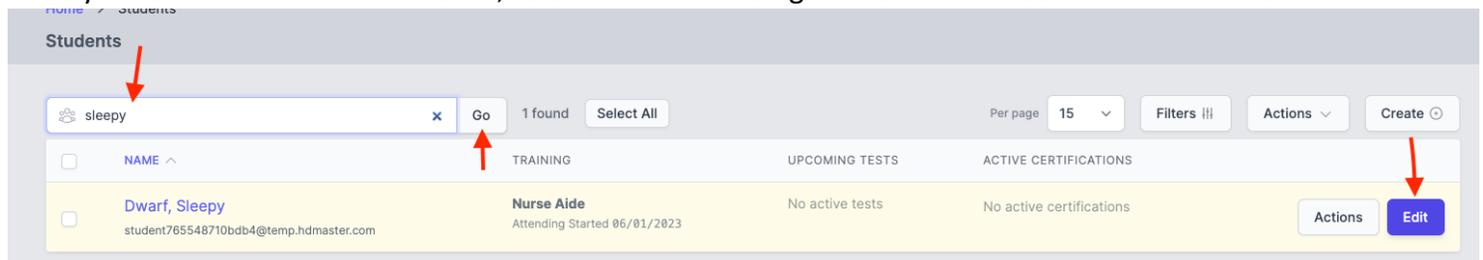
Click on "Trainings"
Once there you will click the actions button and select "Edit":
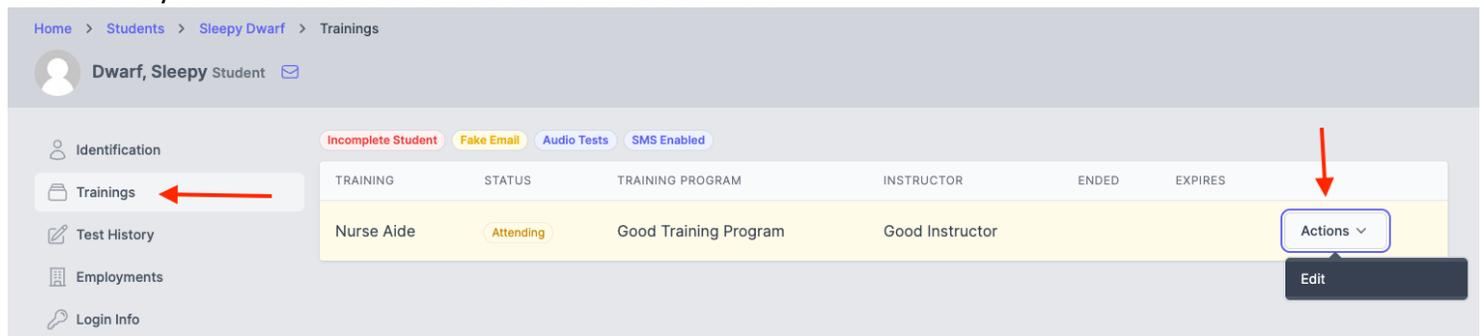
Next, you change the status of the student from "Attending" to "Incomplete".

A "Reason" field will appear allowing you to select the reason that the student was unsuccessful in training, please select the most relevant reason in your individual student's case:

After you change the student from "Attending" to "Incomplete" and enter a "Reason" enter their last day of attendance or today's date if they did not return to the program and select "Update":

The student's record is now completed, and they will be removed from your list of current students.

If you have any questions, please don't hesitate to call D&SDT-Headmaster (888)401-0462.