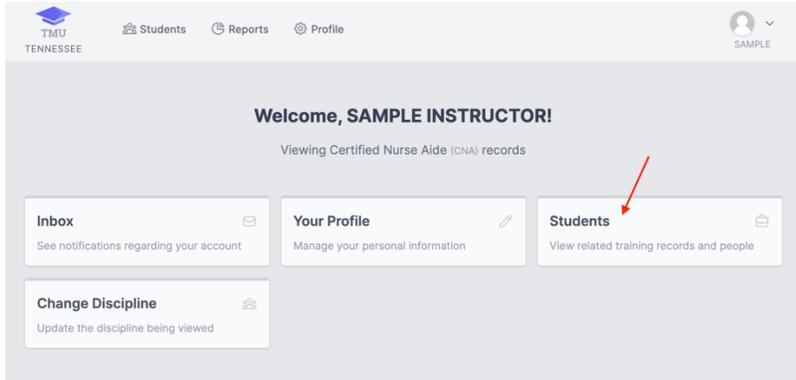


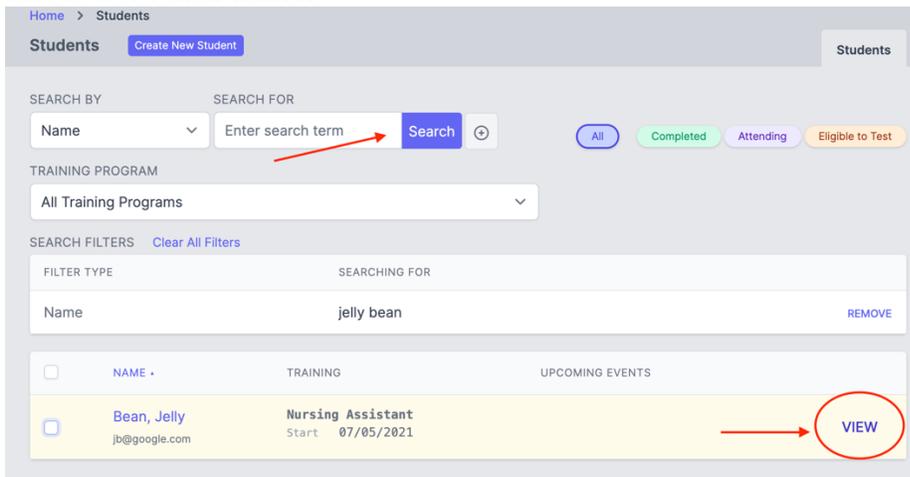
## How to complete a student record that did not complete training in TMU©

We all have students that do not finish a nurse aide training for one reason or another. That student must be completed also in TMU as an incomplete (with training) designation.

Log into TMU and click on Students

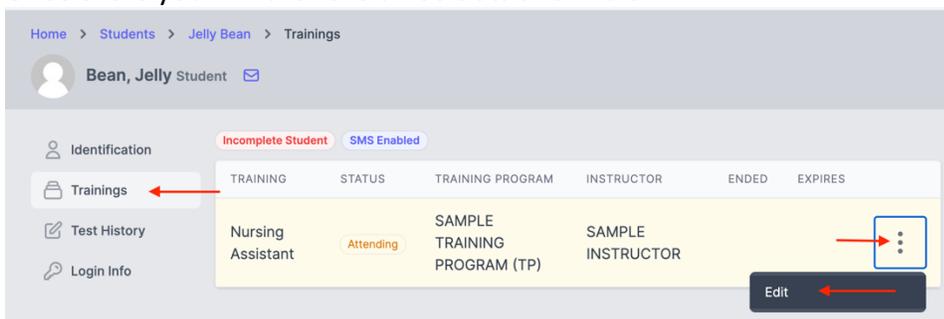


You can search for the student by placing their name in the “Search For” field and selecting “Search”. Once you found the student in the list, select “View” on the right side of the screen across from their name:

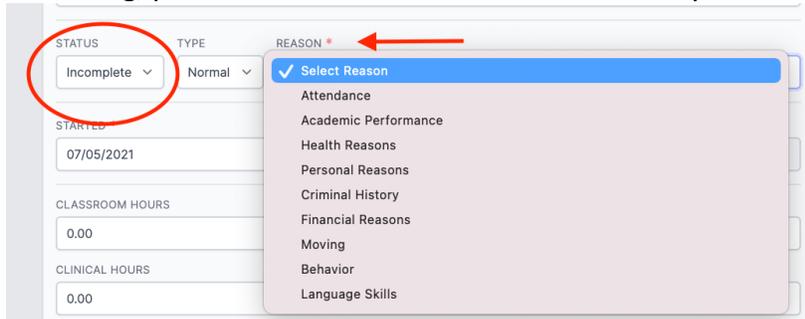


Click on “Trainings”

Once there you will click the three dots and “Edit”:

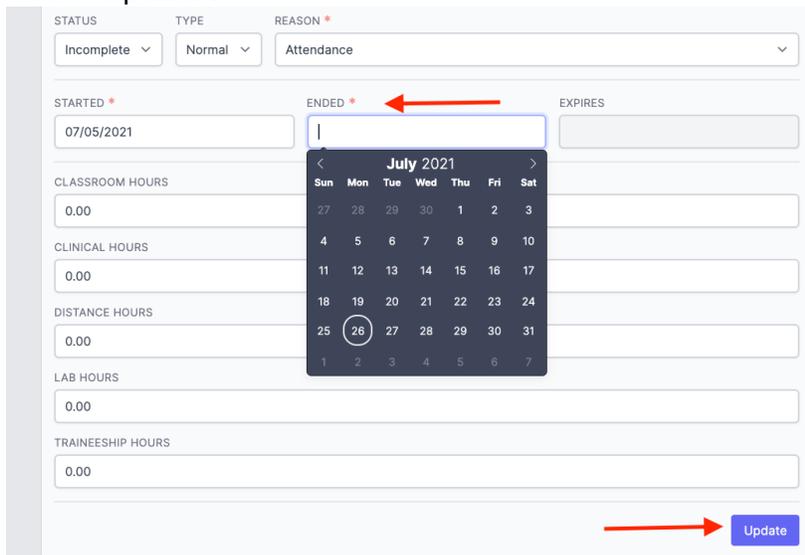


Next, you will change the status of the student from “Attending” to “Incomplete”.  
A Reason field will appear allowing you to select the reason that the student was unsuccessful in training, please select the most relevant reason in your individual student’s case:



A screenshot of a web form for a student record. The 'STATUS' dropdown is set to 'Incomplete' and is circled in red. The 'TYPE' dropdown is set to 'Normal'. The 'REASON' dropdown is open, showing a list of reasons: 'Select Reason', 'Attendance', 'Academic Performance', 'Health Reasons', 'Personal Reasons', 'Criminal History', 'Financial Reasons', 'Moving', 'Behavior', and 'Language Skills'. A red arrow points to the 'REASON' dropdown.

After you change the student from “attending” to “incomplete” and enter a “Reason” you must then enter their last day of attendance or today’s date if they never showed up, and finally, select “Update”.



A screenshot of the same web form. The 'REASON' dropdown is now set to 'Attendance'. The 'ENDED' date field is empty and has a red arrow pointing to it. A calendar for July 2021 is open, showing the date 26 selected. The 'Update' button is highlighted with a red arrow.

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 us at 1-800-393-8664.*