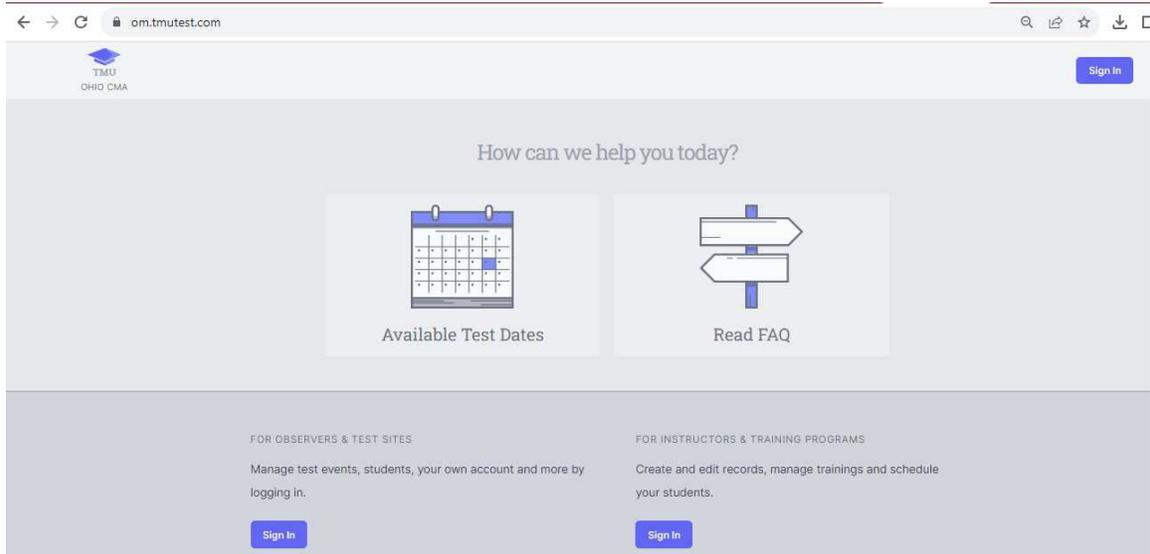
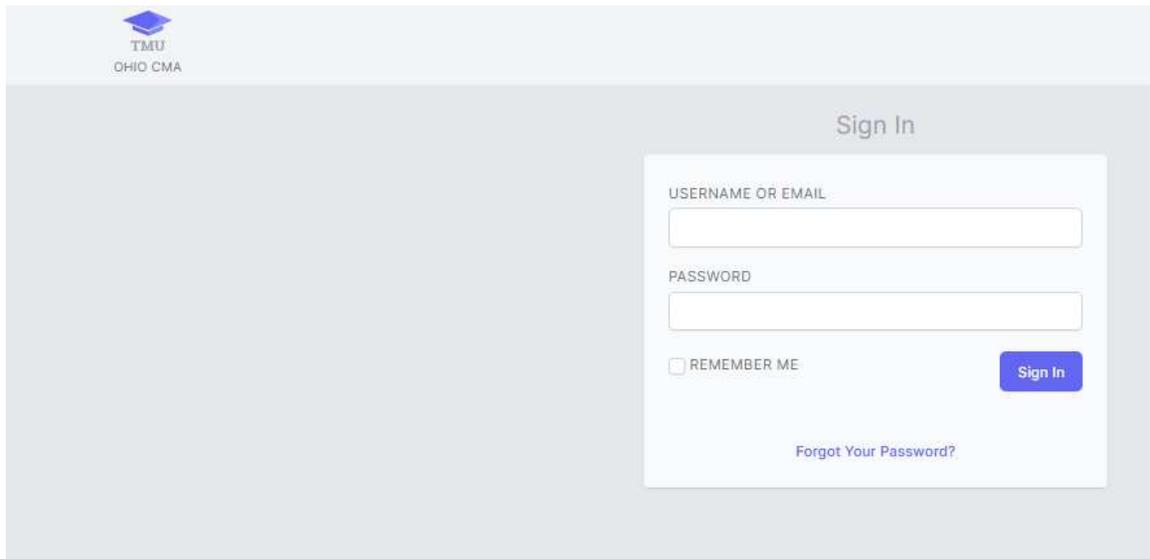


To complete a student/class:

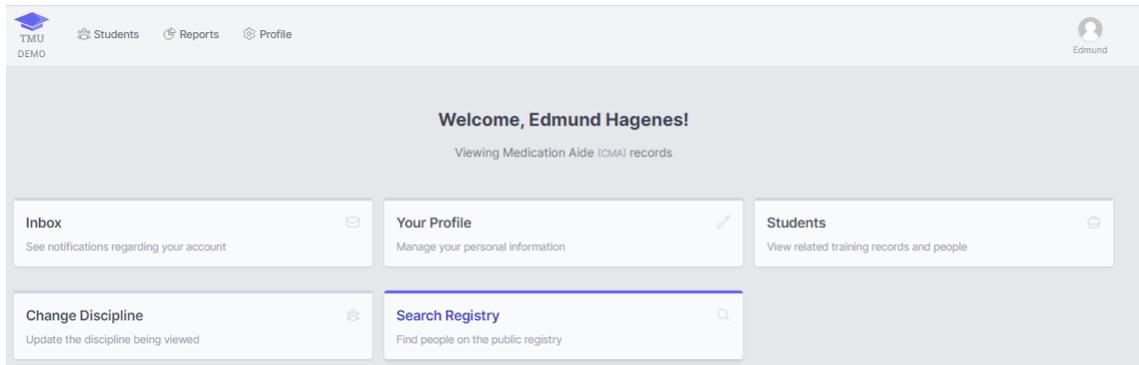
- Go to [om.tmutest.com](https://om.tmutest.com)
- Click Sign In



- Put in your email and password, click Sign In



- To view students, click on students tab

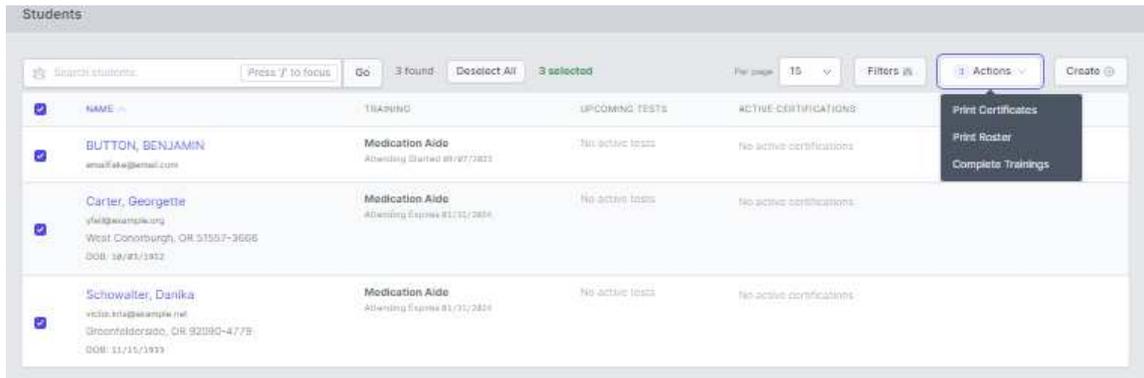


- If all students started and completed on the same day, select the box for each student you want to complete.

The screenshot shows the 'Students' table. At the top, there is a search bar with the text 'Search students', a 'Press / to focus' button, a 'Go' button, and a '3 found' indicator. There are also buttons for 'Select All', 'Per page 15', 'Filters 25', 'Actions', and 'Create'. The table has four columns: 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. Each row represents a student and includes a checkbox in the 'NAME' column. The first row is highlighted in yellow.

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> BUTTON, BENJAMIN www.fake@email.com	Medication Aide Allending Started: 09/07/2021	No active tests	No active certifications
<input type="checkbox"/> Carter, Georgette yfe@wampire.org West Cononburgh, OR 51557-3666 DOB: 10/03/1913	Medication Aide Allending Expires: 01/31/2028	No active tests	No active certifications
<input type="checkbox"/> Schöweller, Denika victor.h@wampire.net Gronfeldersoc, OR 92080-4778 DOB: 11/15/1913	Medication Aide Allending Expires: 01/31/2028	No active tests	No active certifications

- Click on actions
- Click complete trainings and fill in the required information. This will complete every student selected at once.



- To complete students individually, click on the students name
- Go to Trainings tab
- Click on Actions-> Edit



- Change Status from Attending to Completed (Or Incomplete if applicable)
- Put in the end date (the expiration date will auto generate)
- Put in Classroom hours (minimum of 80)
- Put in Clinical hours (minimum of 40)
- Click Save Changes

STUDENT

BENJAMIN BUTTON

CHOOSE DISCIPLINE \*

Medication Aide

CHOOSE TRAINING \*

Medication Aide

CHOOSE TRAINING PROGRAM \*

Hauck-Hutis

CHOOSE INSTRUCTOR \*

Hagones, Edmund

STATUS

Completed

TYPE

Normal

STARTED \*

09/07/2023

ENDED \*

09/21/2023

EXPIRES:

09/21/2025

CLASSROOM HOURS \*

80

CLINICAL HOURS \*

40

DISTANCE HOURS

0.00

LAB HOURS

0.00

TRINEESHIP HOURS

0.00

Save Changes

- The red Incomplete Student button will appear until the student logs in and completes their profile. This must be done prior to their testing date.

- If you or another entity will be paying for the testing fees, choose the appropriate facility from the Sponsor box.
- Click Save

- The student(s) has been completed and can now be paid for.
- Ensure that the students are logging in to their own accounts to finish the setup and complete the practice pre-test.