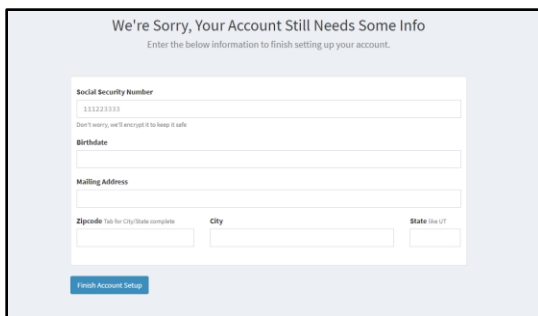


TMU Tutorial-Test Scheduling

Please note: It is important to keep your TMU log in information, as this personal portal will be used for the life of your CNA Certification. If for some reason, you are unable to log in, please email unar@davistech.edu. Please include your name and DOB.

STEP 1: Updating your profile information

- Through your TMU personal portal, you can update your profile. It is recommended that you review your profile information for accuracy to ensure there are no delays in receiving your renewal notice or certificate. It is your responsibility to update your address, as UNAR will not automatically update this for you.
- Please ensure to put your physical address, not your email address.
- Note: The way you enter your information will be the way it will print on your official certification card. Use appropriate capitalization and punctuation.
- If you are requesting a name change, please go to utahcna.com and complete the Name Change Application.
- You will see one of the two screens below after logging in:
 - If either screen appears, update **all** missing information.



We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

Social Security Number
112223333

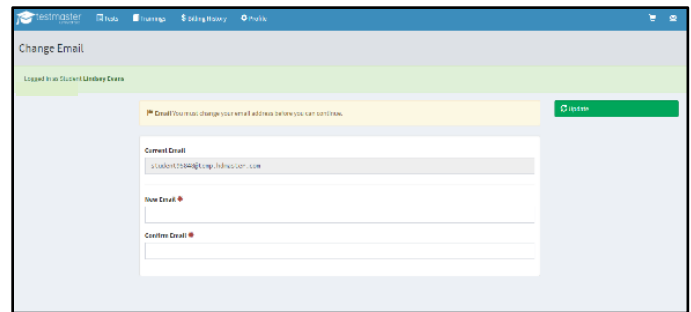
Don't worry, we'll encrypt it to keep it safe.

Birthdate

Mailing Address

Zipcode (Tab for City/State complete) City State (Use UT)

Finish Account Setup



Change Email

Logged in as Student (Minnie Mouse)

⚠️ Email! You must change your email address before you can continue.

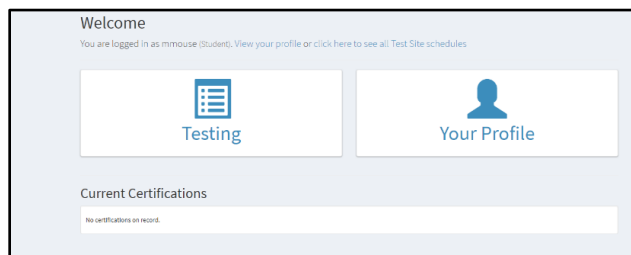
Current Email
student1234@temp.davistech.com

New Email

Confirm Email

Update

- If the below screen appears, click on the profile button first and update **all** information needed.



Welcome

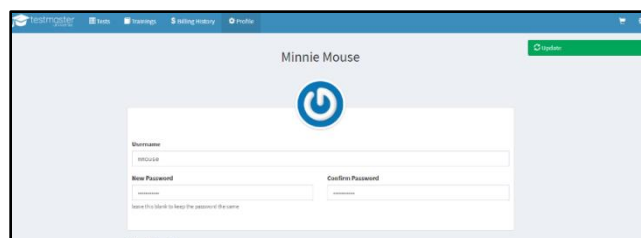
You are logged in as minmouse (Student). View your profile or click here to see all Test Site schedules

Testing Your Profile

Current Certifications

No certifications on record.

*****When updating information, click on the green "Update" button on the right top corner of the screen.**



Minnie Mouse

Username
minmouse

New Password
minmouse

Confirm Password
minmouse

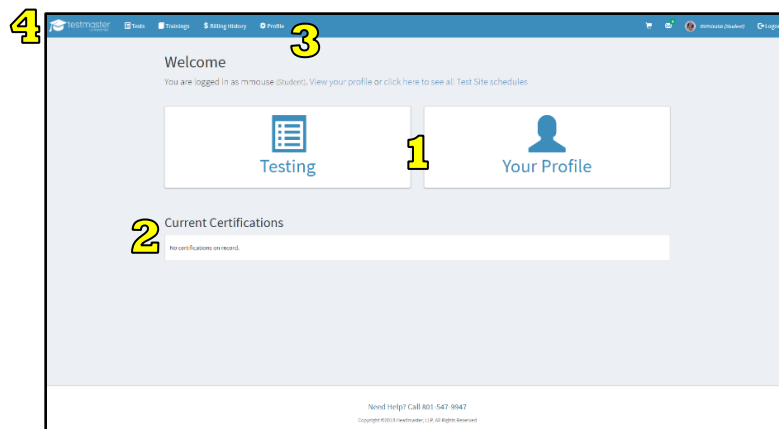
Save this blank to keep the password the same.

Update

STEP 2: Navigating through your personal portal

Now that you are logged in, let's take a minute to look at your homepage and what TMU has to offer.

- What you will notice on your home page:

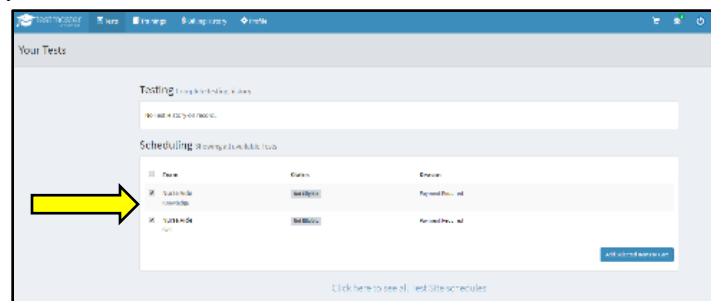


1. Two quick buttons: Testing and Profile
2. Quick view of Current CNA Certifications.
3. You will also find the blue toolbar at the top of your homepage. This is a great resource for viewing Tests, Training, Billing and Profile information.
4. Anytime you are viewing a page and would like to return to the home screen, click on the “Testmaster Universe” icon on the left side of the blue bar.

STEP 3: Scheduling/Rescheduling Testing

You are now ready to pay and schedule your test(s). Under status when scheduling in the testing tab, you will see “Not Eligible”. This appears due to needing payment before you can schedule.

- **Payment:**
 - Click on the Testing tab from the homepage or Tests from the top blue toolbar.
 - Under scheduling, you will click/check the box on the left of the test(s) you wish to pay/schedule.



- Click on the blue “Add Selected Items to Cart” button on the right bottom corner of the Scheduling box.
- This will take you to a credit card payment information screen.

NOTE: When entering your credit card, it is important that you input your name as it appears on your card and use your billing address (where your monthly statement is mailed to). **Testing fees are non-refundable. You must pay for each retest.**

- Input credit card information and press the “Submit Payment” button.

- **Scheduling:**

- You will now see green, “Schedule” buttons along the right side of the test(s), in the Scheduling box.

- Click on the green, “Schedule” button. This will take you to a list of tests available by test date, exam, test site and time of exam.
- Click on the green “Schedule” button to choose your preferred exam

- You can verify completed scheduling through your “Testing” tab. A test confirmation is generated and sent to your email listed on your TMU profile after you schedule your testing. **Please read this carefully, especially the No-Show/Rescheduling Policy.** If you do not receive your emailed Test Confirmation Page, you can print/view it under the “testing” tab, gray button to the right of the testing section

- **Rescheduling:**

You can reschedule your testing through your TMU personal portal up to 1 business day prior to your scheduled test. (Please note: Monday's tests are closed Friday.) You are responsible for rescheduling all testing. If a no-show waiver is granted, you will be able to simply reschedule. If the no-show waiver is not granted, you must wait until the event is ended to reschedule. After the event is ended, you will be able to repay/reschedule your test. To do this, please follow the steps in "Payment/Scheduling".

- Log in to your TMU portal, then click the testing button on your homepage.
- Click on the blue "reschedule" button. This will take you to available tests. Simply chose the test that fits your schedule. If you need assistance, please contact UNAR.

Testing Complete testing history

Test Date	Exam	Test Site	Status
08/01/2018	Nurse Aide Skill	Testing - Unar Group Testing Kaysville, UT	Scheduled


Test Confirmation Page Get Map Reschedule

Congratulations! You have successfully scheduled your testing!



Please contact UNAR with any question or concerns.

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