

## **How to Create a MAP Trainer's Student Record**

MAP Trainers are permitted to create a student record for themselves in TMU. The record allows the MAP Trainer to view all aspects of a student record from a student's perspective. This includes allowing the MAP trainer access as a student to the transcription feature and the Knowledge Pretest.

To create the record, the MAP Trainer must log into TMU as the Trainer and:

- Create a student record in TMU using their own demographics
- List themselves in that record as the Trainer
- Select a Service Provider that they train for from the Provider list
- Enter a training start date

To ensure that the MAP Trainer's (student) record remains active, the MAP Trainer should never enter a training completion date.