

Instructions for TMA Online Training

Welcome to the website for TMA Online Operator Level 1 and Level 2 Training. We have created this system to allow you to purchase and manage online training course licenses in an easy, self-sufficient way. The system will allow you to be more hands-on and manage your courses and students at any time and at your convenience.

No one else will have access to your company account in this system unless he/she is set up as a manager with login credentials by us. By using this system, you will be able to set up and see student information, make individual and bulk purchases of course licenses, assign individual course licenses, and also set up your users in bulk via spreadsheet upload.

Following are instructions that should answer any questions you may have about how the system works. However, you are always welcome to contact us with any questions or concerns at 502-254-1590, or via our technical support line at 502-254-1506.

Now let's get started.

Once you are set up as a manager, you will log in by going to www.TMATraining.org and then clicking the “MANAGER SITE LOGIN” button near the bottom of the page.

The screenshot shows the homepage of The Monitoring Association. At the top left is the logo with a red 'M' and the text 'The Monitoring Association'. To the right is a navigation bar with 'LOGIN', 'Email Address:' followed by an input field, 'Password:' followed by an input field, 'LOGIN', 'NEW USER', and a 'HELP' link with a question mark icon. Below this are two main content areas. The left area is titled 'First Time Here?' and contains three paragraphs of text: 'Welcome to the TMA Alarm web-based training site. If you do not already have a profile, click the NEW USER button to set one up.', 'If you are already a current user, click the LOGIN button to enter the website and access your training.', and 'If you would like to browse the catalog of available training sessions, click the BROWSE CATALOG button to the right to view the available offerings.' The right area is titled 'Ready to Buy?' and contains a 'BROWSE CATALOG' button, a paragraph: 'Click Here to browse our available online courses. Be sure that you are logged in to the site so that we may track your course selections via our online shopping cart.', and a photograph of three call center agents. Below these is a red banner titled 'Manager Administration' with text: 'TMA allows managers to administer their users. If you have a manager site profile, click the button to login. for more information on setting up a manager site account, contact technical support at 502-254-1506 from 8am-8pm EST, Monday through Friday.' To the right of this text is a 'MANAGER SITE LOGIN' button, which is highlighted with a large yellow arrow. At the bottom center is a language selection dropdown menu showing 'English'.

The Monitoring Association

LOGIN | Email Address: | Password: | **LOGIN** | **NEW USER** | **HELP**

First Time Here?

Welcome to the TMA Alarm web-based training site. If you do not already have a profile, click the NEW USER button to set one up.

If you are already a current user, click the LOGIN button to enter the website and access your training.

If you would like to browse the catalog of available training sessions, click the BROWSE CATALOG button to the right to view the available offerings.

After logging in, click the “View Transcript” link to view courses that you have purchased. You may print certificates from this area by clicking on the certificate icon

Ready to Buy?

BROWSE CATALOG

Click Here to browse our available online courses. Be sure that you are logged in to the site so that we may track your course selections via our online shopping cart.



Manager Administration


TMA allows managers to administer their users. If you have a manager site profile, click the button to login. for more information on setting up a manager site account, contact technical support at 502-254-1506 from 8am-8pm EST, Monday through Friday.

MANAGER SITE LOGIN

Choose your language: **English** ▼

Once you have logged in as a manager, you will be able to choose from 4 options on the HOME page:

1. Edit Information
2. Maintain / Purchase Course Licenses
3. Get Bulk License Spreadsheet for Uploading
4. Log out



Bulk Licensing

TMA Company Member Information

1. [Edit information](#) for CMOOR
2. [Maintain / Purchase](#) Course Licenses
3. [Get Bulk License Spreadsheet](#) for uploading
4. [Log out](#)

TMA Operator Online Training Level 1 is NOW AVAILABLE!


The updated Level 1 program is now online. All new orders will be assigned to this new, state-of-the-art program. If you have assigned the legacy version of the course and your user has not yet taken the final exam, you may upgrade them at no cost to the new TMA Operator Online Training Level 1. Contact technical support for assistance.

Logged in as: Demo Demo of CMOOR

TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.

1. Edit Information

This is where you will make any changes to your company profile.



Bulk Licensing

EDIT Company Information for CMOOR

We're adding information for a PO company

Certificates

Printed certificates are available online through student transcripts and manager dashboard. If you require mailed certificates, please opt in below.

Receive certificates via mail?

Company Name *


Primary Contact's Name

Primary Contact's Phone

2. Maintain / Purchase Course Licenses

This is where you will do the following:

1. Assign and Purchase Course Licenses
2. View All Orders
3. Show Your Students
4. Upload a spreadsheet to set up multiple Students



Bulk Licensing

Maintain Course Licenses

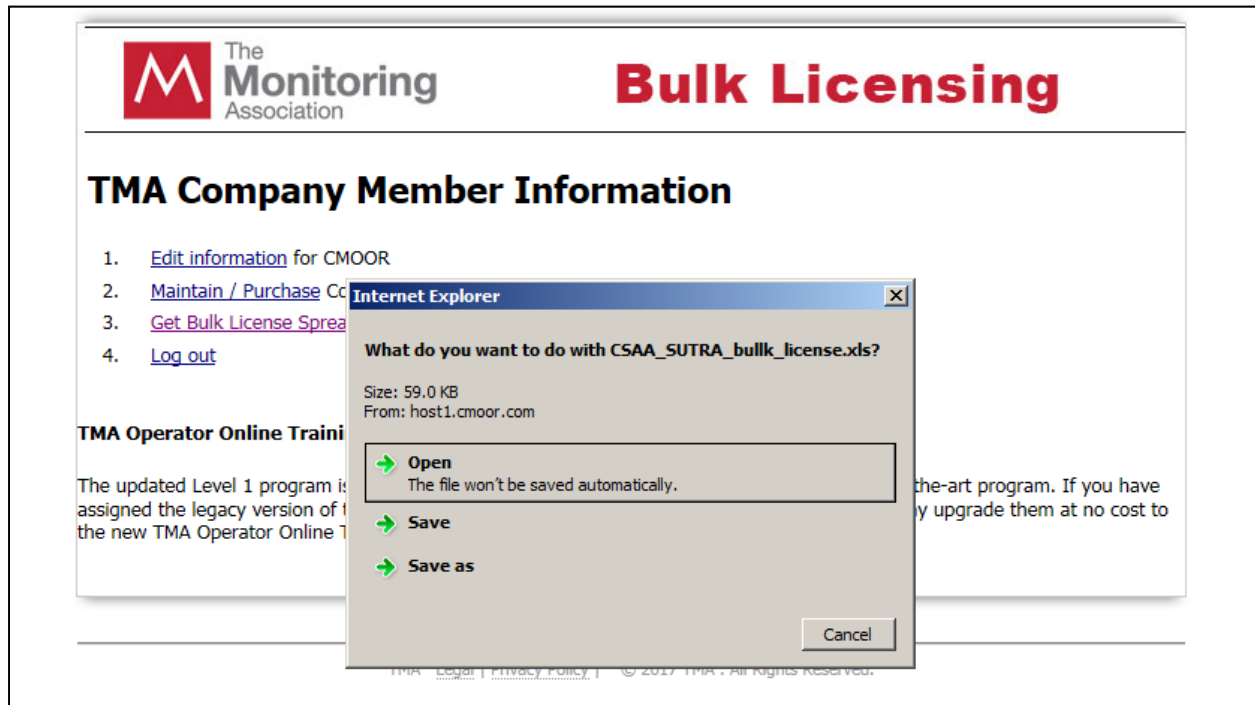
1. [Assign or Purchase](#) Course Licenses
2. [View all](#) Orders
3. Show [My Students](#)
4. [Upload a spreadsheet](#) of Students

Logged in as: Demo Demo of CMOOR

TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.

3. Get Bulk License Spreadsheet for Uploading

From this screen, you will need to OPEN the spreadsheet, fill in the information for each student you want to set up, and then **SAVE the spreadsheet as a .CSV file on your computer; if you do not save as .CSV, the spreadsheet upload will fail.**



The screenshot shows the TMA Bulk Licensing interface. At the top left is the logo for The Monitoring Association, and at the top right is the title "Bulk Licensing". Below the logo is the heading "TMA Company Member Information". A list of four links is visible: "1. [Edit information](#) for CMOOR", "2. [Maintain / Purchase Co](#)", "3. [Get Bulk License Sprea](#)", and "4. [Log out](#)". Below the list is a section titled "TMA Operator Online Traini" with some text starting with "The updated Level 1 program is".

An Internet Explorer dialog box is open in the foreground, titled "Internet Explorer". It asks "What do you want to do with CSAA_SUTRA_bulk_license.xls?". The file size is listed as "Size: 59.0 KB" and the source as "From: host1.cmoor.com". The dialog box has three options: "Open" (with a note "The file won't be saved automatically."), "Save", and "Save as". A "Cancel" button is at the bottom right of the dialog box.

At the bottom of the page, there is a footer with the text "TMA Legal | Privacy Policy | © 2017 TMA - All Rights Reserved."

4. Log out


This will log you out of the manager site and return you to the main TMA Online Training page:

The screenshot shows the homepage of The Monitoring Association (TMA) Online Training site. At the top left is the TMA logo, a red square with a white 'M' and the text 'The Monitoring Association'. To the right of the logo is a red navigation bar containing the text 'LOGIN', 'Email Address:' followed by an input field, 'Password:' followed by an input field, 'LOGIN', 'NEW USER', and a 'HELP' icon. Below the navigation bar is a large white area with a red border. On the left side of this area is a red header 'First Time Here?' followed by a grey box containing text: 'Welcome to the TMA Alarm web-based training site. If you do not already have a profile, click the NEW USER button to set one up. If you are already a current user, click the LOGIN button to enter the website and access your training. If you would like to browse the catalog of available training sessions, click the BROWSE CATALOG button to the right to view the available offerings. After logging in, click the "View Transcript" link to view courses that you have purchased. You may print certificates from this area by clicking on the certificate icon next to your completed course.' On the right side is another red header 'Ready to Buy?' followed by a grey button labeled 'BROWSE CATALOG' and text: 'Click Here to browse our available online courses. Be sure that you are logged in to the site so that we may track your course selections via our online shopping cart.' Below this text is a photograph of three people wearing headsets working at computers. At the bottom of the main content area is a red header 'Manager Administration' followed by a grey box containing text: 'TMA allows managers to administer their users. If you have a manager site profile, click the button to login. for more information on setting up a manager site account, contact technical support at 502-254-1506 from 8am-8pm EST, Monday through Friday.' To the right of this text is a grey button labeled 'MANAGER SITE LOGIN'. Below the main content area is a language selection dropdown menu with the text 'Choose your language: English' and a dropdown arrow. At the very bottom of the page is a dark grey footer containing the text 'TMA [Legal](#) | [Privacy Policy](#) | ©2017 TMAA. All Rights Reserved.'

The top of this page is where all students will log in once they are ready to begin taking the course(s) that you have assigned to them. The direct link to the site is www.TMATraining.org

How to Purchase Course Licenses and Set Up Students

From the HOME page of the Manager Site, click #2. Maintain / Purchase Course Licenses



Bulk Licensing

TMA Company Member Information

1. [Edit information](#) for CMOOR
2. [Maintain / Purchase Course Licenses](#)
3. [Get Bulk License Spreadsheet](#) for uploading
4. [Log out](#)


TMA Operator Online Training Level 1 is NOW AVAILABLE!

The updated Level 1 program is now online. All new orders will be assigned to this new, state-of-the-art program. If you have assigned the legacy version of the course and your user has not yet taken the final exam, you may upgrade them at no cost to the new TMA Operator Online Training Level 1. Contact technical support for assistance.

Logged in as: Demo Demo of CMOOR

TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.

Select #1. Assign or Purchase Course Licenses



Bulk Licensing


Maintain Course Licenses

1. [Assign or Purchase](#) Course Licenses
2. [View all](#) Orders
3. Show [My Students](#)
4. [Upload a spreadsheet](#) of Students

Logged in as: Demo Demo of CMOOR

TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.

In the lower-right portion of the screen, click the link to purchase licenses for “TMA Operator Online Level 1 / Operator Level 2”




Bulk Licensing

Assign Licenses for The CMOOR Group

Click the 'pencil' icon to assign a license from the available pool.

(TMA Operator Online Level 1 and TMA Central Station Operator Level 2 orders are interchangeable in assigning licenses.)

Course	Lic. Remaining
 TMA Operator Online Level 1 / TMA Central Station Operator Level 2	6

--Page 1 of 1-- (1 records)


Click below to purchase licenses for:

- 1) [TMA Operator Online Level 1 / Operator Level 2](#)

Logged in as: Demo Demo of The CMOOR Group

TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.

On this screen, you will see the course title, cost of the course, any available volume discount (applicable for TMA member companies only), the quantity you will be ordering, and your total price.



Bulk Licensing


Your Cart

ID	Course	Product Code	Unit Cost	Qty Disc	Disc Cost	Member Cost	Quantity Ordered
11	TMA Level 1 / Advanced Operator Online Training	TMA_OOL1 / DLPII	180.00	0%	\$180.00	\$126.00	<input type="text" value="1"/>
<input type="button" value="Update Quantity"/>							
Total Quantity:			1			Subtotal Amount:	\$180.00
TMA Membership Discount:			30 %			Discount Amount:	(\$54.00)
Quantity Discount:			- none -				-----
						Total Price:	\$126.00
<input type="button" value="Clear Cart"/>							

NOTE: Level 1 and Level 2 courses are interchangeable at the time of purchase. You do not need to differentiate between the two during the ordering process.


Once you have selected the quantity of course licenses you want to order and verified the cost, scroll down and complete the order form to complete your purchase.

Name on card:	<input type="text" value="The CMOOR Group"/>
Company:	<input type="text"/>
Address 1:	<input type="text" value="209 Townepark Circle"/>
Address 2:	<input type="text" value="Suite 200"/>
City:	<input type="text" value="Louisville"/>
Country:	<input type="text" value="United States"/>
State:	<input type="text" value="Kentucky"/>
Province:	<input type="text"/>
ZIP:	<input type="text" value="40243"/>
Business Telephone:	<input type="text" value="502-254-1590"/>
Payment Type:	<input type="text" value="-- choose card --"/>
Card #:	<input type="text" value="Master Card"/>
Expiration Date:	<input type="text" value="American Express"/>
	<input type="text" value="Pay by Check"/>
PO #:	<input type="text"/>
(Enter if order is tied to PO #)	
<input type="button" value="Cancel the order"/>	<input type="button" value="Order My Certificates!"/>

WEB SITE
Starfield  **Secure**

You have two options for payment. You can select a credit card and enter the card information, or you can select to mail a check. **PLEASE NOTE:** If you select to mail a check, your course licenses will be in a “HOLD” mode until we receive the check. Once the check is received, your course licenses will be released and you will be notified.

Once you place your order, a printable receipt will be issued.


	Bulk Licensing					
(Please do not hit the refresh or back button as those actions may result in your card being charged multiple times.)						
Monday, November 20th, 2017						
The CMOOR Group						
Ordered by: Demo Demo						
Order ID #RKTR						
Thank you for your order! Please print this page as your receipt.						
Your licenses will be activated once payment has been received.						
Course	Product Code	Unit Cost	Qty Disc	Disc Cost	Member Cost	QTY
Level 1 / Advanced Operator Online Training	TMA_OOL1 / DLPII	\$180.00	0%	\$180.00	\$126.00	1
Total Quantity:		1	Subtotal Amount:		\$180.00	
TMA Membership Discount:		30 %	Discount Amount:		(\$54.00)	
Quantity Discount:		- none -			-----	
Total Price:					\$126.00	

Assigning Purchased Course Licenses

By pressing the “Home” button at the top-right of your screen, you can go back to the Manager Site’s Home page. From the Home page, select 2. Maintain / Purchase Course Licenses

To set up an INDIVIDUAL user: Select 1. Assign or Purchase Course Licenses

You will see the total number of purchased licenses that remain available. Click on the pencil icon on the left side of the screen to assign one of these licenses to a student.




Bulk Licensing

Assign Licenses for The CMOOR Group

Click the 'pencil' icon to assign a license from the available pool.

(TMA Operator Online Level 1 and TMA Central Station Operator Level 2 orders are interchangeable in assigning licenses.)

	Course	Lic. Remaining
	TMA Operator Online Level 1 / TMA Central Station Operator Level 2	6

--Page 1 of 1-- (1 records)

Click below to purchase licenses for:

1) [TMA Operator Online Level 1 / Operator Level 2](#)

Logged in as: Demo Demo of The CMOOR Group

In the first drop-down field, select which course you will be assigning. If you will be assigning a new course to an existing student, select the student from the second drop-down field. If you will be assigning a new course to a new student, ignore the second drop-down and enter the student's information in the form below.

You will need to assign each student an email address and password. This will serve as the student's login credentials on the main www.TMATraining.org site.

Once you have selected an existing student or entered the new student's information, click "Save My Changes" to complete the course assignment. The student may now go to www.TMATraining.org and log in using the email & password you just specified to take his/her course. *Remember, the student will not need to purchase anything, as you will have just assigned a pre-purchased course license through the manager site.*

Assign Licenses to Students

Enter the student's information below. The system will assign one of your unused licenses.

Licenses for Level 1 and Advanced Operator Online Training are interchangeable. Here is the count of your unused licenses for Level 1 and Advanced Operator Online Training:

Course	Licenses Remaining
Advanced Operator Online Training	6

Choose Course:

Existing Student?

First Name:

Last Name:

Address 1:

Address 2:

City:

Country:

State:

Province:

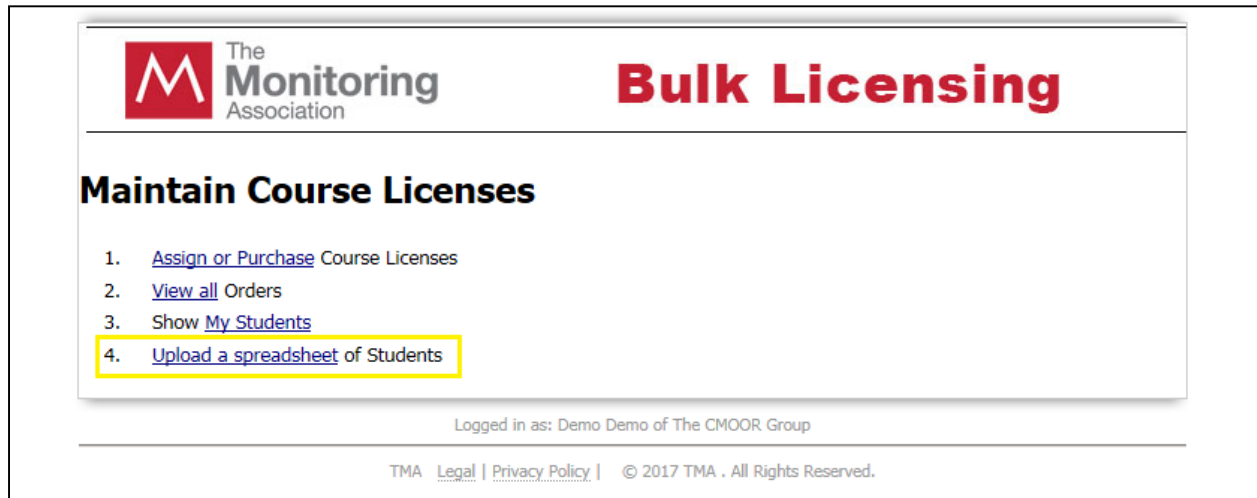
ZIP / Post code:

Company:

Title:

Business Telephone:

To set up MULTIPLE users: From the Manager Site's Home page, select 2. Maintain / Purchase Course Licenses and then select 4. Upload a spreadsheet of Students



The screenshot displays the 'Bulk Licensing' section of the TMA (The Monitoring Association) interface. The header includes the TMA logo and the text 'The Monitoring Association' on the left, and 'Bulk Licensing' in large red font on the right. Below the header, the section is titled 'Maintain Course Licenses'. A list of four menu items is shown: 1. [Assign or Purchase](#) Course Licenses, 2. [View all](#) Orders, 3. Show [My Students](#), and 4. [Upload a spreadsheet](#) of Students. The fourth item is highlighted with a yellow border. Below the list, it indicates 'Logged in as: Demo Demo of The CMOOR Group'. At the bottom, there is a footer with 'TMA [Legal](#) | [Privacy Policy](#) | © 2017 TMA . All Rights Reserved.'

Select “Browse” and find the **.CSV file** that you previously completed and saved on your computer. Once you’ve selected the file, click “Upload File”




The screenshot shows a web interface for "Bulk Licensing" by "The Monitoring Association". The page title is "Bulk Licensing". Below the title, there is a section titled "Upload Spreadsheet". In this section, there is a text input field containing the filename "UTRA_bulk_license.csv" and a "Browse..." button. Below the input field, there is an "Upload File" button, which is highlighted with a yellow border.

The Monitoring Association **Bulk Licensing**

Upload Spreadsheet

Choose a file to upload:

Once the spreadsheet has been successfully uploaded, new user profiles will be created for your students and the courses you selected will be assigned to them. You will receive a confirmation message on the screen:



The
Monitoring
Association

Bulk Licensing

BULK IMPORT for SUTRA pre-purchased licenses (TMA)

Processing status for Ryan Williams, rmwilliams@cmoor.com :

0 NOTICE - NEW USER RECORD
- User will be added to database, along with a transcript record.


Now that the students have been added and the courses have been added to their transcripts, they can begin their courses by going to www.TMATraining.org and logging in at the top of the page using the email & password combinations you have created for them. *Remember, the student will not need to purchase anything, as you will have just assigned a pre-purchased course license through the manager site.*

To View Your Students

From the Manager Site Home page, click on 2. Maintain / Purchase Course Licenses and then click 3. Show My Students.

From this screen, you will see all of the students that are linked to your company account, the course(s) assigned to each student, whether the student has completed a course, and when that student's course access expires.

You can use the clickable letters to filter by last name, or search for a student with a specific last name using the search box.



Bulk Licensing

Show Students & Transcripts for The CMOR Group

Choose an option by clicking the appropriate icon.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Clear](#)

--- Search for Student using Last Name:

Last, First Name	Email / Password	Course	Order #	Date Ordered.	Status	Score	Expires
Williams, Ryan	ryan.williams@cmoor.com test	TMA Online Operator Level 1	demoid	11-10-17	Not Passed	40	2018- 11-10