

# How to Export Student Transcripts

1. Go to <https://tmatraining.org> and click “Manager Portal” at the bottom of the page.



Home  
Course Catalog  
Certifications  
Continuing Ed  
Manager Portal  
Tech Support  
Contact Us

Email Address  Password  **LOGIN**

New User? [Forgot Password?](#)

## TMA Learning Center

Your Training Resource for Monitoring Center Professionals

Online training courses for certification and continuing education training

**LEARN MORE**

Train. Motivate. Advance.

### Welcome to TMA Training

This site will provide individuals and training managers access to the industry's leading training for monitoring center operators as well as technicians, sales and support staff. View our catalog and certification programs below. Some courses are approved for continuing education in various states. Click the Continuing Education icon for more information.

**Course Catalog**  
Click to access the online training catalog


**Certifications**  
Click to access the certification programs

**Continuing Education**  
Click to access the continuing education approved courses

**Manager Portal**  
Click to access the manager administration system

2. Enter your manager site login information. If you have any trouble logging in, email [fivediamond@tma.us](mailto:fivediamond@tma.us).

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 The Monitoring Association **TRAINING MANAGER PORTAL**

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### Training Manger Portal System Login

Email address :

Password:

(Forgot your password? [Click here](#) to retrieve it.)

3. Once logged in, click “Maintain/Purchase Course Licenses”.



#### TMA Company Member Information

1. [Edit information](#) for CSAA
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.

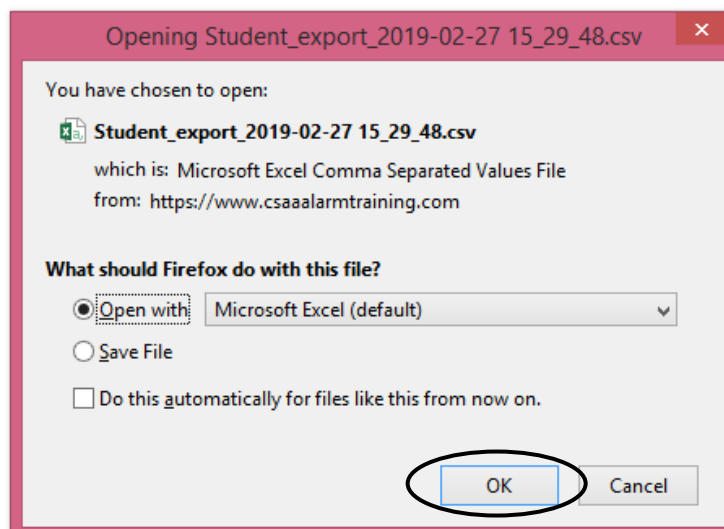
4. On the next page, select “Export My Student’s Transcripts”.



#### Maintain Course Licenses

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

5. A Microsoft Excel Dialog box will pop up. Click “OK” and an Excel sheet will open with a list of all of your operators who have completed the TMA Operator Online Training Course. **Please note:** Depending on which browser is being used, once you click on the Export Student Transcripts link, an automatic download should take place without the pop-up appearing.



6. In the Excel sheet, sort column P, “DATE PASSED,” by date. Save the spreadsheet using your company name. Up-to-date student transcripts are available for export at anytime. *Please delete operators who are no longer employed with your company before saving and submitting with your application. The number of operators on the student spreadsheet should match the number of current operators listed on the application.*



<u>COMPAN</u>	<u>STUDENT</u>	<u>COURSE T</u>	<u>SCORE</u>	<u>TEST STAT</u>	<u>DATE PURCHASED</u>	<u>DATE PASSED</u>	<u>DATE EXPIRES</u>
ABC Alarm Company	Central St		33	F	'2016-06-01 00:00:00	'2017-04-19 00:00:00	'2017-06-01 00:00:00
ABC Alarm Company	Alarm Ind		92	P	'2014-03-16 00:00:00	'2015-01-22 00:00:00	'2015-03-16 00:00:00
ABC Alarm Company	Central St		0.00	I	'2008-10-06 00:00:00	'0000-00-00 00:00:00	'2009-10-06 00:00:00
ABC Alarm Company	False Alar		0.00	I	'2010-06-25 00:00:00	'0000-00-00 00:00:00	'2011-06-25 00:00:00