

## **Instructions for TMA Online Training**

Welcome to the website for TMA Online 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](http://www.TMATraining.org) and then clicking the “MANAGER PORTAL” link at the top of the page.



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



**TRAINING MANAGER PORTAL**



**HOME**

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## 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.

## 1. Edit Information

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

**TRAINING MANAGER PORTAL** 

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### EDIT Company Information for CMOOR

We're adding information for a PO company

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**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. Export my Student Transcripts
5. Upload a spreadsheet to set up multiple Students



The Monitoring Association

**TRAINING MANAGER PORTAL**



HOME

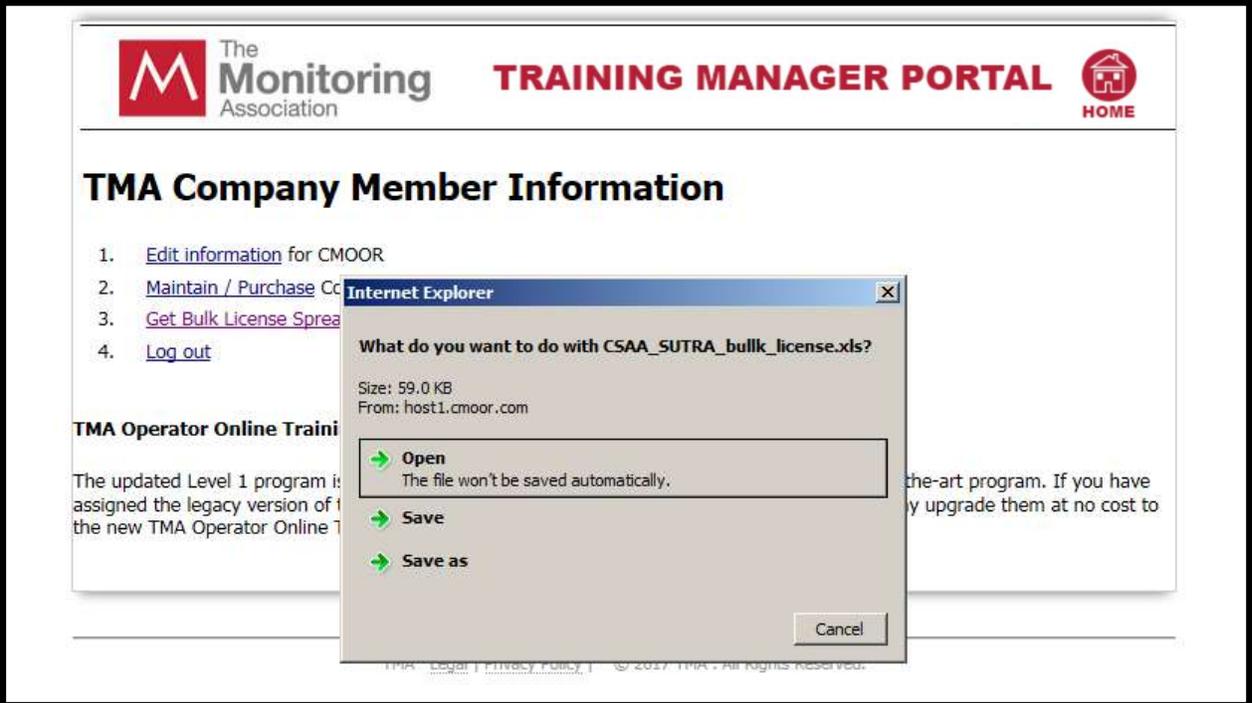
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### Maintain Course Licenses

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

### 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 displays the 'TMA Company Member Information' page within the 'TRAINING MANAGER PORTAL'. The page header includes the logo for 'The Monitoring Association' and a 'HOME' button. A list of navigation links is visible, with the third link, 'Get Bulk License Spreadsheet', highlighted. A file download dialog box from Internet Explorer is overlaid on the page, asking 'What do you want to do with CSAA\_SUTRA\_bullk\_license.xls?'. The dialog provides file details: 'Size: 59.0 KB' and 'From: host1.cmoor.com'. It offers three options: 'Open' (with a warning that the file won't be saved automatically), 'Save', and 'Save as'. A 'Cancel' button is located at the bottom right of the dialog. The background page content is partially obscured by the dialog box.

#### 4. Log out

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



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](http://www.TMATraining.org)

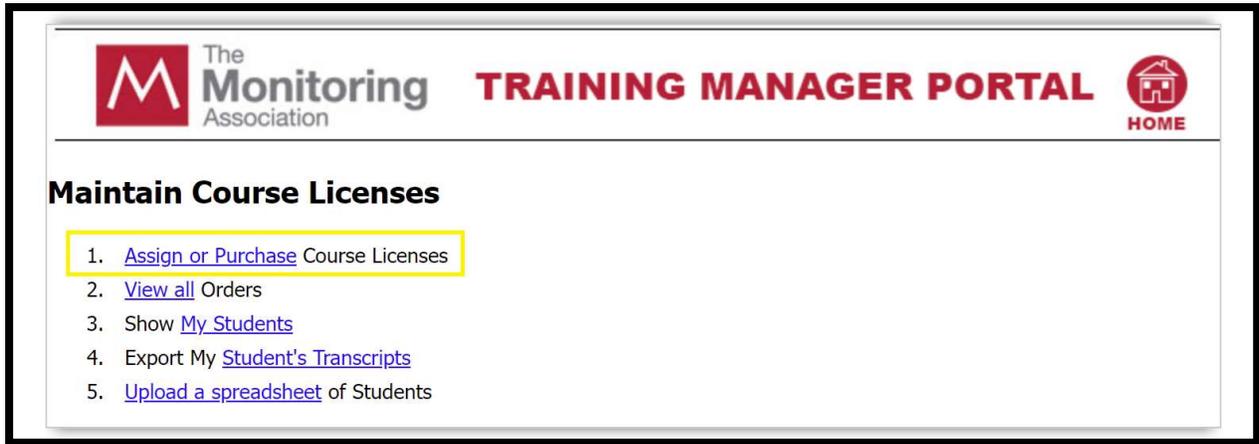
# How to Purchase Course Licenses and Set Up Students

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



The screenshot displays the 'TRAINING MANAGER PORTAL' interface. At the top left is the logo for 'The Monitoring Association' (a red square with a white 'M'). To the right of the logo is the text 'The Monitoring Association'. Further right is the text 'TRAINING MANAGER PORTAL' in red, followed by a red house icon and the word 'HOME' in red. Below the header is a section titled 'TMA Company Member Information'. Under this title is a numbered list of four items: 1. [Edit information](#) for CMOOR; 2. [Maintain / Purchase Course Licenses](#) (highlighted with a yellow box); 3. [Get Bulk License Spreadsheet](#) for uploading; 4. [Log out](#). Below the list is a bold announcement: 'TMA Operator Online Training Level 1 is NOW AVAILABLE!'. Underneath the announcement is a paragraph of text: '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.'

Select #1. Assign or Purchase Course Licenses



The screenshot shows the 'TRAINING MANAGER PORTAL' for The Monitoring Association. The header includes the organization's logo and a 'HOME' button. Below the header, the section 'Maintain Course Licenses' is displayed, containing a list of five menu items. The first item, 'Assign or Purchase Course Licenses', is highlighted with a yellow border.

**The Monitoring Association** **TRAINING MANAGER PORTAL**  HOME

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**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

In the lower-right portion of the screen, click the link to purchase licenses for “TMA Operator Online Level 1 / Operator Level 2” -or- “TMA Recertification Courses”, depending on the product you wish to order.

**TRAINING MANAGER PORTAL**

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### 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	99

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

**Click below to purchase licenses for:**

- 1) [TMA Operator's Level 1 / Advanced Operator \(Level 2\)](#)
- 2) [TMA Recertification Courses](#)

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.

The screenshot displays the 'Your Cart' section of the TMA Training Manager Portal. At the top, there is a navigation bar with the TMA logo, the text 'The Monitoring Association', the title 'TRAINING MANAGER PORTAL', and a 'HOME' button with a house icon. Below the navigation bar, the 'Your Cart' section is titled, with a link '\*View Cart (1 item)'. The cart contains one item with the following details:

ID	Course	Product Code	Unit Cost	Qty Disc	Disc Cost	Member Cost	Quantity Ordered
29	TMA Level 1 / Advanced Operator Online Training	TMA_OOL1 / TMA_OOL2	225.00	0%	\$225.00	\$147.00	<input type="text" value="1"/>

Below the item list, there is an 'Update Quantity' button. A summary table shows the following information:

Total Quantity:	1	Subtotal Amount:	\$225.00
TMA Membership Discount:	34.67%	Discount Amount:	(\$78.00)
Quantity Discount:	- none -		-----
		Total Price:	<b>\$147.00</b>

At the bottom of the cart, there is a 'Clear Cart' button.

**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="VISA"/>
Expiration Date:	<input type="text" value="Master Card"/>
	<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!"/>

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.



The  
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Association

## TRAINING MANAGER PORTAL

  
**HOME**

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**(Please do not hit the refresh or back button as those actions may result in your card being charged multiple times.)**

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Wednesday, February 09th, 2022

### The CMOOR Group

**Order ID #OUS8Z**

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 / TMA_OOL2	\$225.00	0%	\$225.00	\$147.00	1
	Total Quantity:		1		Subtotal Amount:	\$225.00
	TMA Membership Discount:	34.67%			Discount Amount:	(\$78.00)
	Quantity Discount:	- none -				-----
					Total Price:	<b>\$147.00</b>

# 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 next to the type of course you want to assign to a student.

The screenshot shows the 'Assign Licenses for The CMOOR Group' page. At the top, there is a header with the TMA logo (The Monitoring Association) and the text 'TRAINING MANAGER PORTAL'. A 'HOME' button is located in the top right corner. Below the header, the page title is 'Assign Licenses for The CMOOR Group'. A instruction reads: 'Click the 'pencil' icon to assign a license from the available pool.' Below this, a note states: '(TMA Operator Online Level 1 and TMA Central Station Operator Level 2 orders are interchangeable in assigning licenses.)'. A table with two columns, 'Course' and 'Lic. Remaining', lists two courses. The first course is 'TMA Operator Online Level 1 / TMA Central Station Operator Level 2' with 99 licenses remaining. The second course is 'TMA Recertification Courses' with 5 licenses remaining. Two yellow arrows point to the pencil icons in the 'Course' column. Below the table, it says '--Page 1 of 1-- (2 records)'. At the bottom, there is a section titled 'Click below to purchase licenses for:' with two links: '1) [TMA Operator's Level 1 / Advanced Operator \(Level 2\)](#)' and '2) [TMA Recertification Courses](#)'.

Course	Lic. Remaining
 TMA Operator Online Level 1 / TMA Central Station Operator Level 2	99
 TMA Recertification Courses	5

--Page 1 of 1-- (2 records)

Click below to purchase licenses for:

- [TMA Operator's Level 1 / Advanced Operator \(Level 2\)](#)
- [TMA Recertification Courses](#)

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](http://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](http://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

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Choose Course:

Existing Student?

First Name:

Last Name:

Address 1:

Address 2:

City:

Country:

State:

Province:

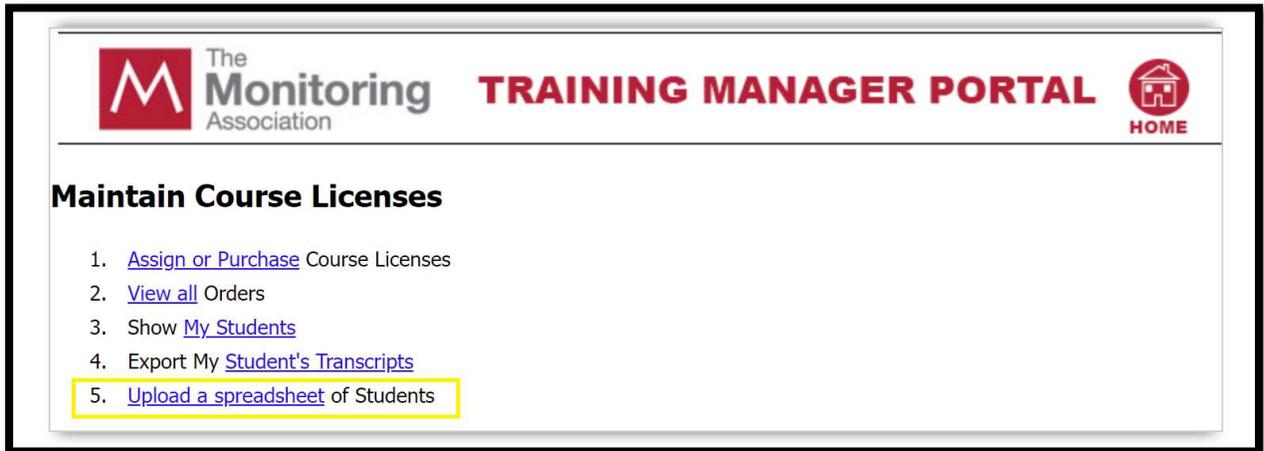
ZIP / Post code:

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



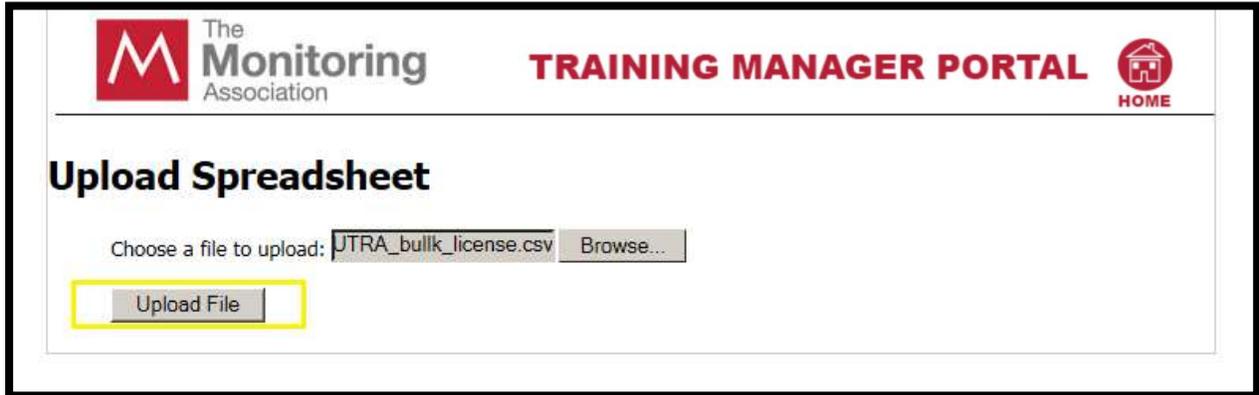
The screenshot displays the 'TRAINING MANAGER PORTAL' interface. At the top left is the logo for 'The Monitoring Association', featuring a red square with a white 'M'. To the right of the logo is the text 'The Monitoring Association'. Further right, the text 'TRAINING MANAGER PORTAL' is displayed in a bold, red, sans-serif font. On the far right is a red circular icon containing a white house symbol, with the word 'HOME' written in red below it. Below the header, the section 'Maintain Course Licenses' is highlighted in bold. Underneath this section, a numbered list of five items is shown. The fifth item, 'Upload a spreadsheet of Students', is highlighted with a yellow rectangular border.

**The Monitoring Association** **TRAINING MANAGER PORTAL** **HOME**

### 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

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 Monitoring Association

**TRAINING MANAGER PORTAL**

HOME

## 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 screenshot shows the 'TRAINING MANAGER PORTAL' interface. In the top left corner is the logo for 'The Monitoring Association' (a red square with a white 'M'). In the top right corner is a 'HOME' button with a house icon. The main heading is 'BULK IMPORT for SUTRA pre-purchased licenses (TMA)'. Below this, a horizontal line separates the heading from the processing status: 'Processing status for Ryan Williams, rmwilliams@cmoor.com :'. Underneath, it shows '0 NOTICE - NEW USER RECORD' followed by a sub-message: '- User will be added to database, along with a transcript record.'

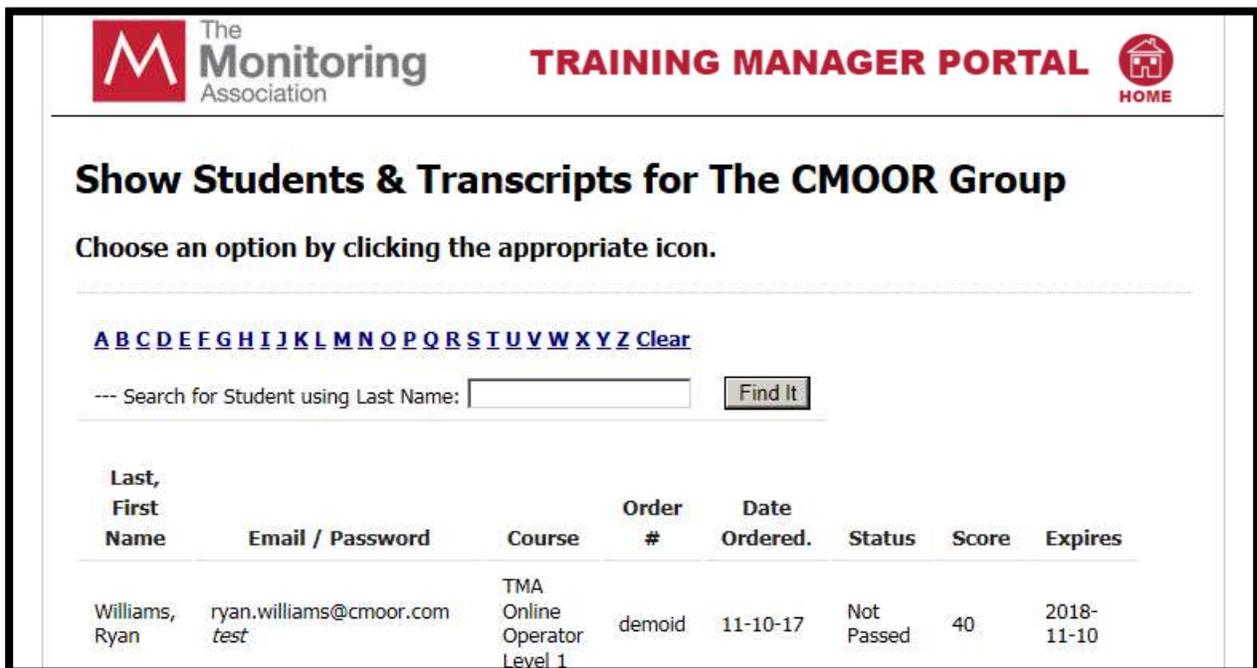
Now that the students have been added and the courses have been added to their transcripts, they can begin their courses by going to [www.TMATraining.org](http://www.TMATraining.org) and logging in at the top of the page using the email & password combinations you have created for them. *Remember, the 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.



The screenshot shows the 'TRAINING MANAGER PORTAL' interface. At the top left is the logo for 'The Monitoring Association' (a red 'M' in a square). At the top right is a 'HOME' button with a house icon. The main heading is 'Show Students & Transcripts for The CMOOR Group'. Below this is the instruction 'Choose an option by clicking the appropriate icon.' There is a navigation bar with letters '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' and a 'Clear' link. Below the navigation bar is a search box with the text '--- Search for Student using Last Name:' and a 'Find It' button. The main content is a table with the following columns: Last, First Name; Email / Password; Course; Order #; Date Ordered.; Status; Score; Expires. The table contains one row for Ryan Williams, with the following details: Last, First Name: Williams, Ryan; Email / Password: ryan.williams@cmoor.com test; Course: TMA Online Operator Level 1; Order #: demoid; Date Ordered.: 11-10-17; Status: Not Passed; Score: 40; Expires: 2018-11-10.

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