

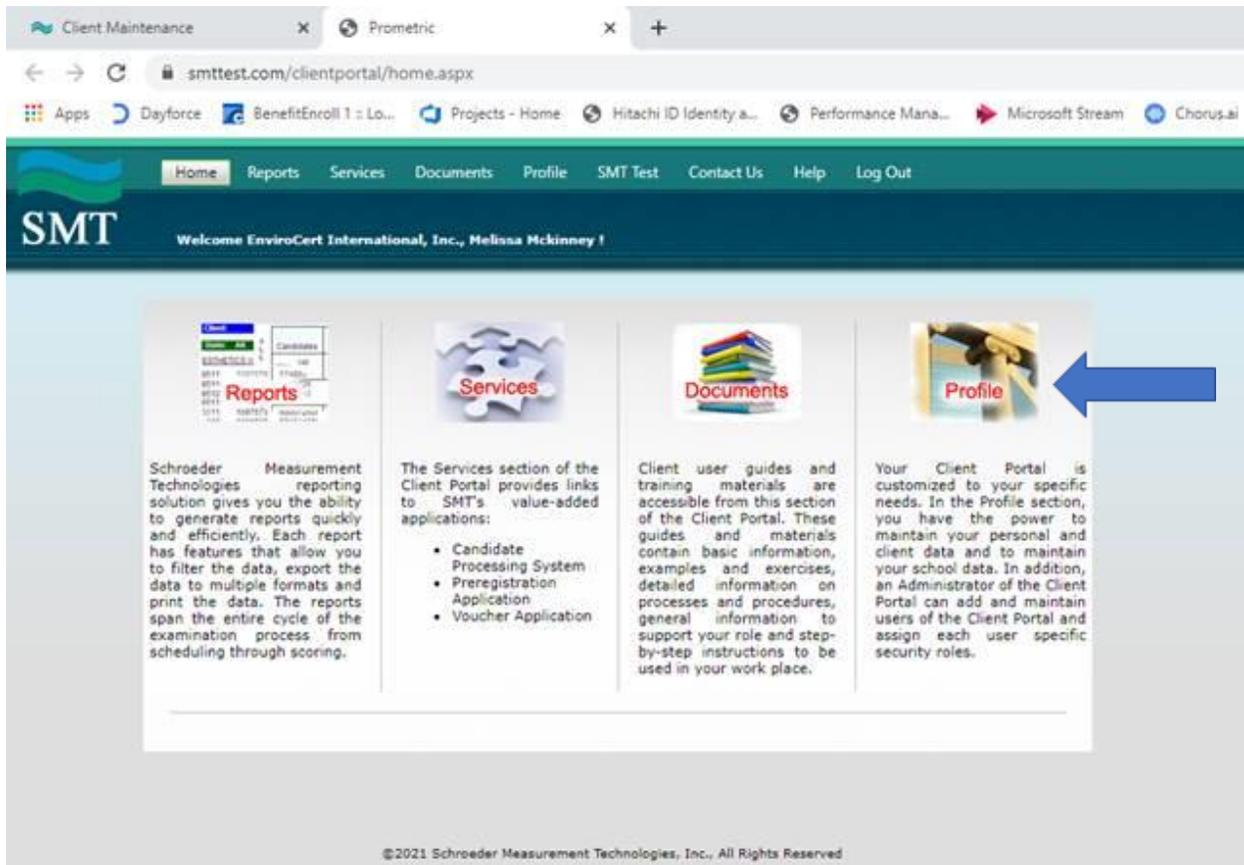
Once Logged in You will need to change your password.

You can log in to here with the <https://www.smttest.com/clientportal/home.aspx>

User ID - your email address

Password – Password1

Click the profile tab when in



Click Change Password to update your password.

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T
Welcome College of Massage Therapists of Ontario, Sean Democolton!

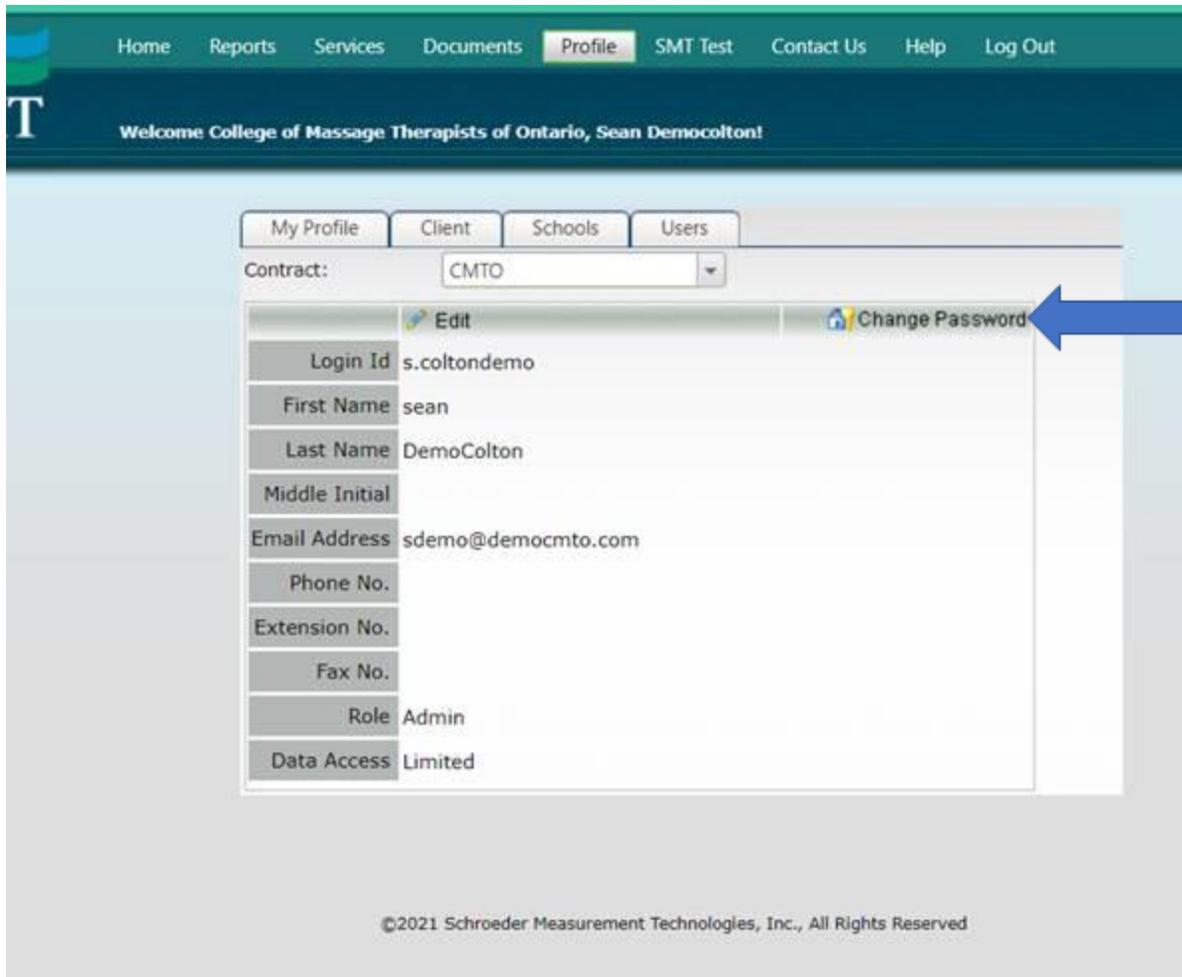
My Profile Client Schools Users

Contract: CMTO

Edit Change Password

Login Id	s.coltondemo
First Name	sean
Last Name	DemoColton
Middle Initial	
Email Address	sdemo@democmto.com
Phone No.	
Extension No.	
Fax No.	
Role	Admin
Data Access	Limited

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This will allow you to update your password. **The Password1 is a temp password and will only work for 24 hours.**

Uploading the Graduation Spreadsheet

You will click the Services icon.

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Schroeder Measurement Technologies reporting solution gives you the ability to generate reports quickly and efficiently. Each report has features that allow you to filter the data, export the data to multiple formats and print the data. The reports span the entire cycle of the examination process from scheduling through scoring.



The Services section of the Client Portal provides links to SMT's value-added applications:

- Candidate Processing System
- Preregistration Application
- Voucher Application



Client user guides and training materials are accessible from this section of the Client Portal. These guides and materials contain basic information, examples and exercises, detailed information on processes and procedures, general information to support your role and step-by-step instructions to be used in your work place.



Your Client Portal is customized to your specific needs. In the Profile section, you have the power to maintain your personal and client data and to maintain your school data. In addition, an Administrator of the Client Portal can add and maintain users of the Client Portal and assign each user specific security roles.

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Click the Green button next to the Candidate Management System.

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Run	Service Name	Description
	Candidate Management System	CMS manages Candidate Data, Applications for Certifications, Certifications
	Preregistration Application	Preregister a candidate for an exam.

 SELECT the application by clicking on the green button next to the application name.
 SORT the list by clicking on the list's column heading.
 NAVIGATE through the list using the controls at the bottom of the list.

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Click the +Import Candidate link.

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Candidate Management: < Select a Candidate >

Candidate Application Exam Activity Email History Notes Assignment My Assignments

Navigating CMS -- Click the tabs above to go to different sections in CMS.

- **APPLICATION** is used to create, edit and view your applications and application status.
- Update your **PROFILE** by clicking on the pencil icon in the table below.

CBT Paper/Pencil

 Show Expired
 Activity Date Greater Than:

Apply Filter Clear Filter
 User ID *
Name First * Name Last *
Employment *

DB Key *
Certification ID * Birthdate
School * * = contains

+ Import Candidate  

View	Task	Status	User ID	Name	Status Date	School	Employment
			RMT9CCMTODemo@RMTDemo.com	RMT9CCMTODemo, RMT9demoCMTO	3/10/2021	8888-1	



Year-to-date Prior Year
Examination Status and Attempts

Upload the Graduation list. Please ensure all of the Gray boxes are filled in.

Candidate Management: < Select a Candidate >

Candidate Application Exam Activity Email History Notes Assignment My Assignments

Navigating CMS -- Click the tabs above to go to different sections in CMS.

- **APPLICATION** is used to create, edit and view your applications and application status.
- Update your **PROFILE** by clicking on the pencil icon in the table below.

Apply Filter Clear Filter

+ Import Candidate Task Close

IMPORT CANDIDATE DATA FROM AN EXCEL SPREADSHEET

Please use the Application Excel Template to enter your candidate data. NOTE -- The grey colored cells in the Excel file are required values.

Select Application: CMTO Application

Upload Excel file for processing: *

Select Process File

* = required

View Import Steps, Exam and School Codes

* = contains

Employment

Get the upload Template here.

Get your school code here.

- If you have candidates that have recently graduated and have not yet started the application, we recommend that you immediately log into the portal and upload that list of names.
- Doing so will create their online profiles in our portal and grant them immediate access to complete their application.