

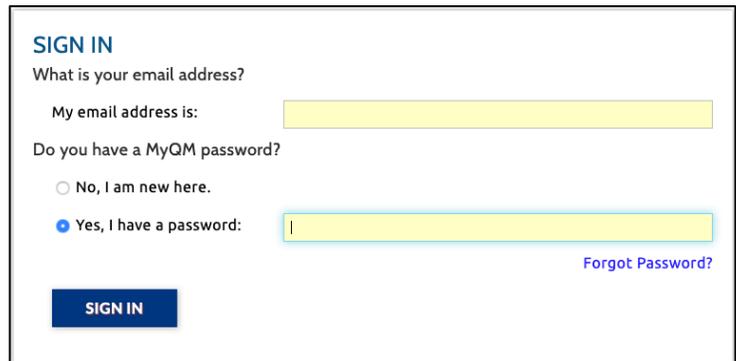
Instructions to Self-Register for QM Online Teaching Workshops

Registering for the pre-paid, dedicated USM *OnTrack* QM Online Teaching Workshops is a 2-step process.

Step 1. Sign in at <https://www.qmprogram.org/myqm>

If you already have a MyQM account:

- Enter your email address and password.
- Click to select "Yes, I have a password" if not already selected.
- Click the **Sign In** button.
- Go to Step 2, below.



SIGN IN

What is your email address?

My email address is:

Do you have a MyQM password?

No, I am new here.

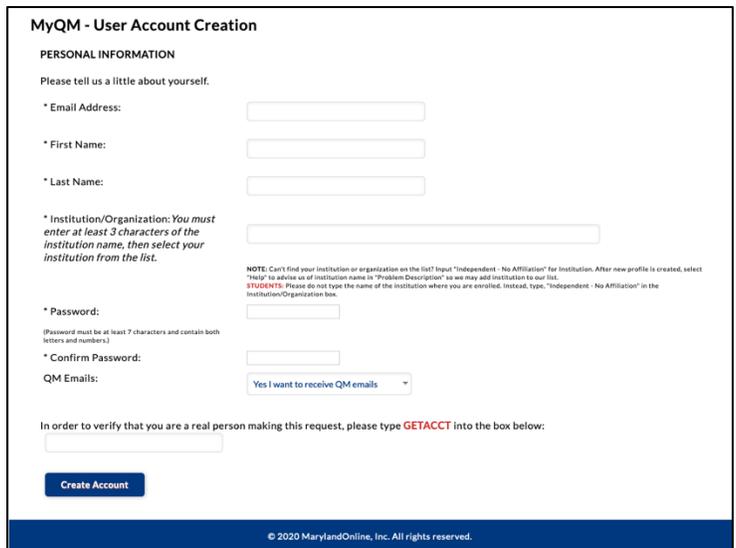
Yes, I have a password:

[Forgot Password?](#)

SIGN IN

If you don't have a MyQM account:

- Click to select "No, I am new here."
- Click the **Sign In** button.
- On the next screen, fill out the "MyQM User Account Creation" form then click to "Create Account." Be sure to indicate your institution name (not USM).
- On the next screen, read and scroll down over the gray box to accept the QM Terms of Use. Click "Continue."
- On the next "Preferred Program Selection" screen, click to select "Higher Education."
- You will then be logged into the "MyQM" Portal.
- You will also receive a confirmation email from technology@qualitymatters.org with the subject line "Quality Matters – MyQM – New Account Created" (check your spam folder if you do not see this email in your inbox). **DO NOT CLICK THE LINK IN THAT EMAIL TO REGISTER FOR TRAINING.** Instead...
- Go to Step 2, below.



MyQM - User Account Creation

PERSONAL INFORMATION

Please tell us a little about yourself.

* Email Address:

* First Name:

* Last Name:

* Institution/Organization: *You must enter at least 3 characters of the institution name, then select your institution from the list.*

NOTE: Can't find your institution or organization on the list? Input "Independent - No Affiliation" for Institution. After new profile is created, select "Help" to select an institution name in "Problem Description" as we may add institutions to our list.
STUDENT: Please do not type the name of the institution where you are enrolled. Instead, type "Independent - No Affiliation" in the Institution/Organization box.

* Password:
(Password must be at least 7 characters and contain both letters and numbers.)

* Confirm Password:

QM Emails:

In order to verify that you are a real person making this request, please type **GETACCT** into the box below:

Create Account

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Step 2. Register at <https://www.usmd.edu/cai/register-qm-workshops>

- Select the workshop you wish to register for from the list, then click the corresponding “Registration link” in the right-most column of the table.
- In the “Register for Dedicated Training” window that appears, check the session title and date are correct, then click the **Submit Training Registration** button.

Type Association:	Institution - (QM Quality Matters)
Course Code:	120415_INDAPPQMR_2149_QM Qual-4829
Course Name:	Independent Applying the QM Rubric (APPQMR)
Training Type:	INDAPPQMR
Format:	Online
Start Date:	2015-12-04
End Date:	2015-12-18

Submit Training Registration

- In the next window that appears, click to indicate you have read the **Cancellation/Refund Policy** then click “Continue.” *(Please note, this policy does not really apply to you or your institution... registrations have been prepaid by the USM’s Kirwan Center.)*
- A confirmation message will appear indicating you have successfully registered for the session. You will also receive an email confirmation.

That should do it! If you run into problems, please let us know at cai@usmd.edu.