



# 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 <a href="https://www.qmprogram.org/myqm">https://www.qmprogram.org/myqm</a>

#### 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.

#### 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.

My email address is:	
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- You will also receive a confirmation email from <u>technology@qualitymatters.org</u> 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.

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

- 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 <u>cai@usmd.edu</u>.