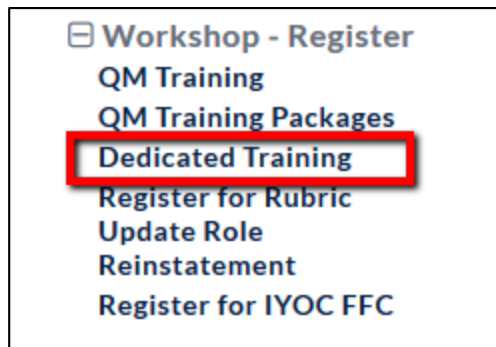# Online Session Self-Registration Instructions

Follow the instructions below to register yourself for an online session in MyQM.

1. Open an Internet browser (Chrome, Firefox, or Safari).
2. Enter **https://www.qmprogram.org/myqm** into the address bar.
3. Enter your MyQM email address and password. If you do not already have a MyQM account, follow the steps below to create one:
   a. Select "No, I am new here."
   b. Select the **Sign In** button.
   c. Enter your email address, first name, last name, and institution/organization.
   d. Enter your desired password.
   e. Enter your desired password again to confirm.
   f. Select your preference for receiving QM emails.
   g. Enter GETACCT into the verification box.
   h. Select the **Create Account** button.
      i. If prompted, select your institution from the list provided.
      ii. Select the **Create Account** button.
   i. You will receive a confirmation email from technology@qualitymatters.org with the subject line "Quality Matters – MyQM – New Account Created" at the email address you used to create your MyQM account (check your spam folder if you do not see this email in your inbox).
4. Select the **Sign In** button.

5. If prompted, accept the Terms of Use and select your preferred program.
6. Select the "Workshop – Register" menu.
7. Select the **Dedicated Training** link.

8. Select the **Register** link for the session for which you wish to register. If the session you are looking for does not appear in the list, you may need to select a different program using the "Select Program" menu on the right-hand side of the page or the program tabs at the top of the page.

| [Register] | Independent Applying the QM Rubric (APPQMR) | 2015-12-04 | 2015-12-18 | Online | Jillian Jevack | 20 |

9. Select the **Submit Training Registration** button.

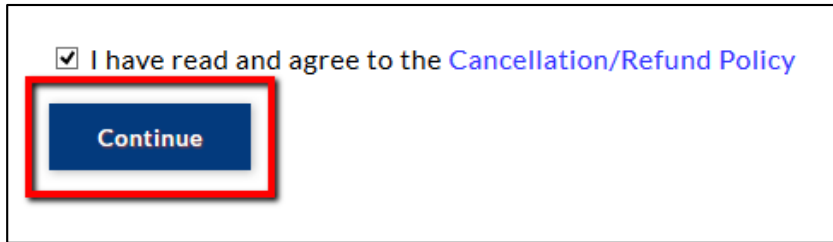|	
Type Association:	Institution - (QM Quality Matters)
Course Code:	120415_INDAPPQMR_2149_QM Qual-4829
Course Name:	Independent Applying the QM Rubric (APPQMR)
Training Type:	INDAPPQMR
Format:	Online
Start Date:	2015-12-04
End Date:	2015-12-18

Submit Training Registration

10. Select the **Cancellation/Refund Policy** link and read the policy.

☐ I have read and agree to the Cancellation/Refund Policy

Continue

11. Select the check box and the **Continue** button to indicate you have read and agree to the Cancellation/Refund Policy.

12. A confirmation message will appear indicating you have successfully registered for the session. You will also receive an email confirmation.