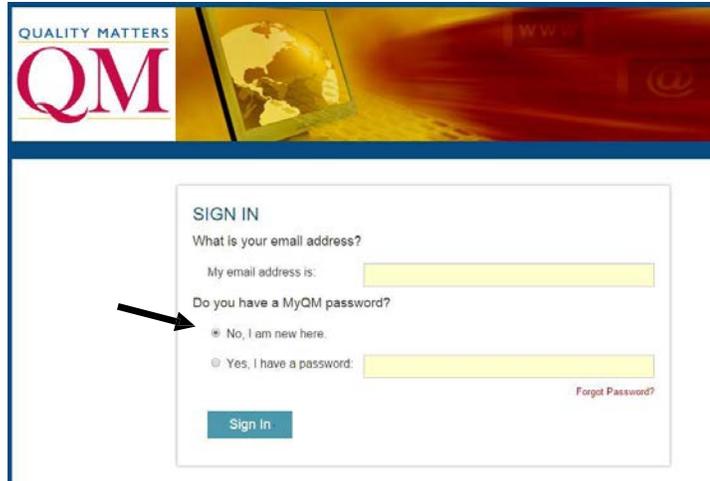


QM NEW USER INSTRUCTIONS

1. In your Web browser go to <http://www.qmprogram.org/myqm>
2. Select “No I am new here” and then click the **Sign In** box.



3. On the next page fill in the appropriate information and type in “GETACCT”. Then click the **Create Account** box

** Use your UTC email address when creating your account. For institution, type Chattanooga (ignore the drop down menu). You will choose UTC from a list of institutions on the next page.**

4. On this QM Quality Matters Terms of Use screen, scroll to the bottom and check that you have read the Terms of Use. Click on Continue.

QM QUALITY MATTERS TERMS OF USE

5. On the Preferred Program Selection screen, select **Higher Education**

Preferred Program Selection

Please select your **Preferred Program** from the list below. This **setting will be saved** and you will automatically be directed to your preferred program on all future logins:

- Higher Education
- K-12
- Publisher
- K-12 Publisher
- CPE

[Continue](#)

6. Welcome to MyQM! To review the QM rubric and sample worksheets, go to “My Tools” and then “Course Review System.”

The screenshot shows the MyQM dashboard. On the left is a navigation menu with categories: My Account, My Activity, My Tools, and My Support Requests. Under My Tools, there are links for Conferencing Service, Course Review System, Order Materials, IDA Search, Role Applications, and Edit Role Applications. An arrow points to the 'Course Review System' link. The main content area is titled 'Welcome to MyQM' and contains a 'QM Messages' section with three blue links: 'MyQM is Better Than Ever', 'Continuously Improve Online Course Quality with an IYOC Workshop License', and 'Focus on Learners and Build Quality Courses with Professional Development'.

7. The Course Review Management System has resources you need to prepare for a formal review such as a self-review, worksheets, and the rubric.

Welcome to the CRMS

The Course Review Management System (CRMS) allows you to review courses using the Quality I In the CRMS, you can process, track and participate in all types of course reviews. Whether an off self-review, the CRMS guides you through the process while providing updates in the Review Act

A box titled 'QM Messages' containing a blue link: 'Presenting the Higher Education Rubric, Fifth Edition, 2014'.

- [Start a Review Application](#)
- [Start a Self Review](#)
- [Work on your Course Worksheet](#)
- [Work on your Reviewer Worksheet](#)

The documents below are for reference only:

- [\(For Reference Only\) View Sample Course Worksheet](#)
- [\(For Reference Only\) View Sample Reviewer Worksheet](#)