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](image)

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

![Welcome to MyQM](image)

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](image)

- 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