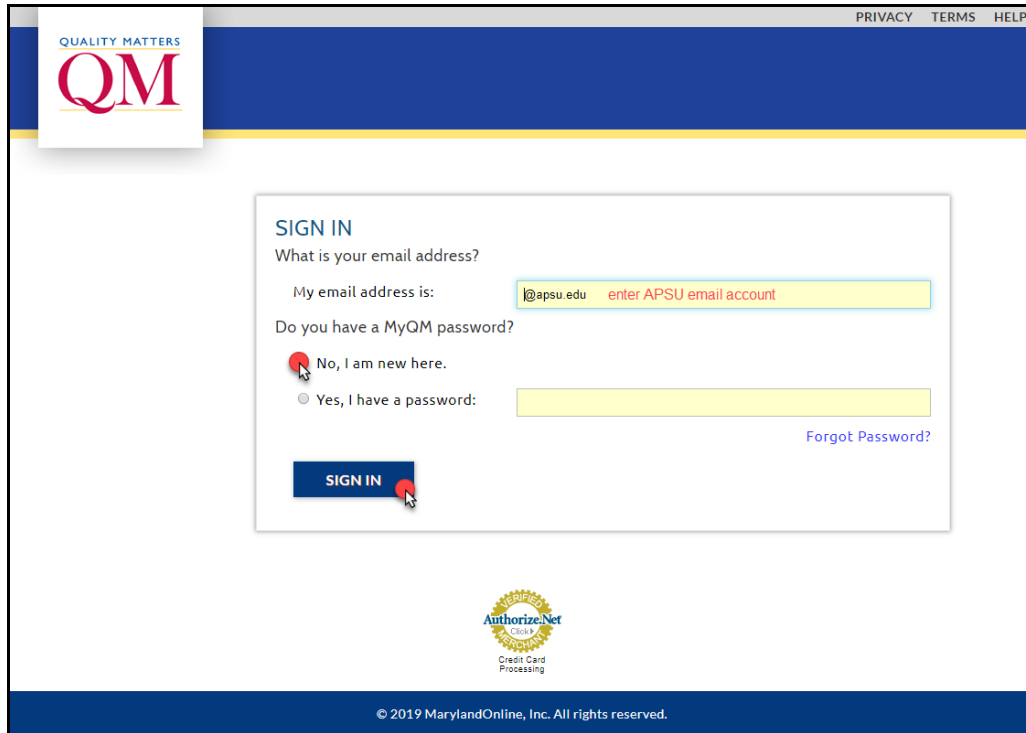


Austin Peay State University Distance Education

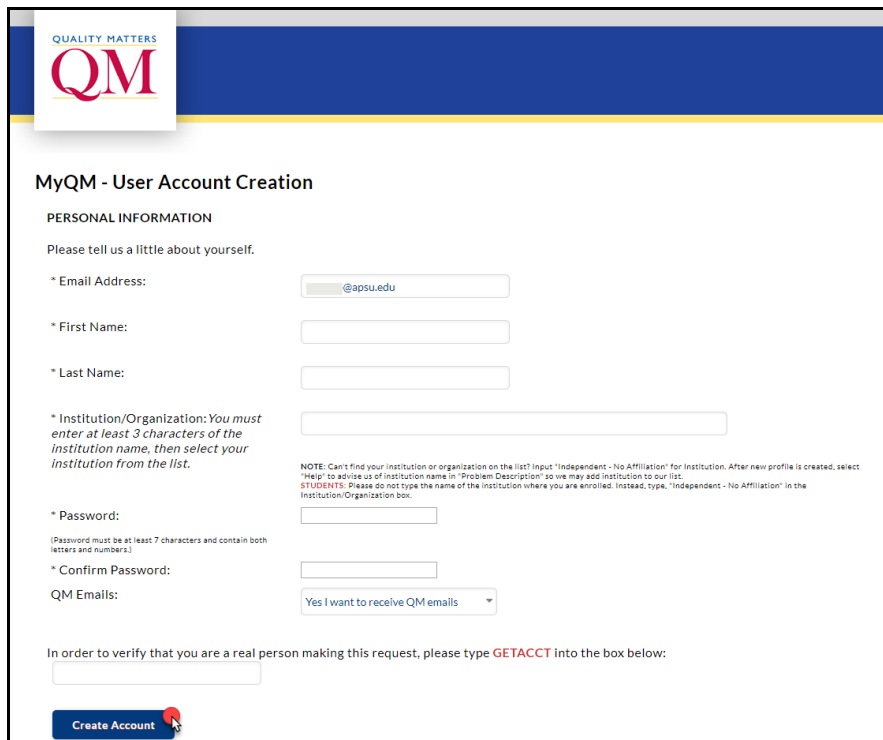
Creating a QM Account Step Sheet

1. Go to <https://www.qmprogram.org/myqm/>



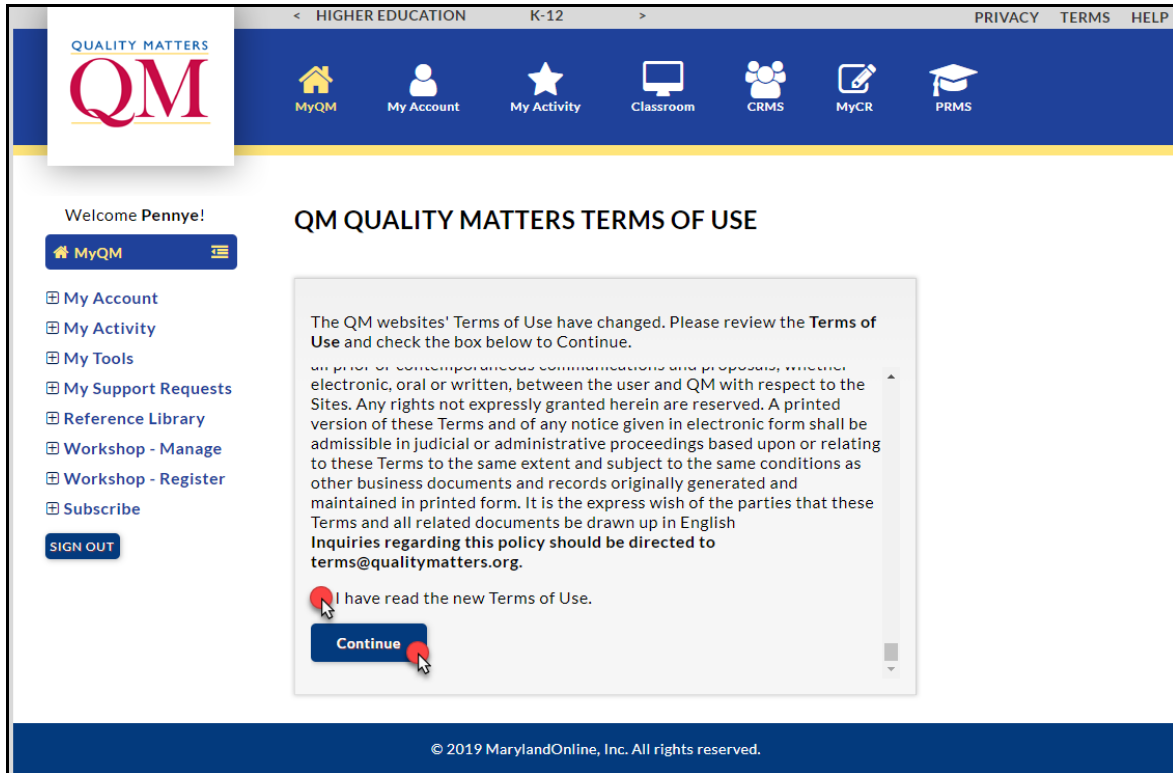
The screenshot shows the MyQM Sign In page. At the top left is the 'QUALITY MATTERS QM' logo. At the top right are links for 'PRIVACY', 'TERMS', and 'HELP'. The main content area is titled 'SIGN IN' and asks 'What is your email address?'. Below this is a text input field containing '@apsu.edu' with a red arrow pointing to it and the text 'enter APSU email account'. Below the email field is the question 'Do you have a MyQM password?'. There are two radio button options: 'No, I am new here.' (selected with a red arrow) and 'Yes, I have a password:'. To the right of the 'Yes' option is a text input field and a blue link 'Forgot Password?'. At the bottom of the form is a blue 'SIGN IN' button with a red arrow pointing to it. Below the form is an 'Authorize.Net' logo with 'Credit Card Processing' text. At the very bottom is the copyright notice: '© 2019 MarylandOnline, Inc. All rights reserved.'

2. Fill out the information and click "Create Account".



The screenshot shows the MyQM User Account Creation page. At the top left is the 'QUALITY MATTERS QM' logo. The page title is 'MyQM - User Account Creation'. Below the title is the section 'PERSONAL INFORMATION' with the instruction 'Please tell us a little about yourself.' There are several input fields: '* Email Address:' with '@apsu.edu' entered; '* First Name:'; '* Last Name:'; '* Institution/Organization: You must enter at least 3 characters of the institution name, then select your institution from the list.'; '* Password:' with a note '(Password must be at least 7 characters and contain both letters and numbers.)'; '* Confirm Password:'. Below these is a dropdown menu for 'QM Emails:' with 'Yes I want to receive QM emails' selected. At the bottom, there is a text box for a CAPTCHA with the instruction 'In order to verify that you are a real person making this request, please type GETACCT into the box below:'. At the very bottom is a blue 'Create Account' button with a red arrow pointing to it.

3. Scroll down and select “I have read the new Terms of Use” and click “Continue”.



4. Select “Higher Education” and then click “Continue”

