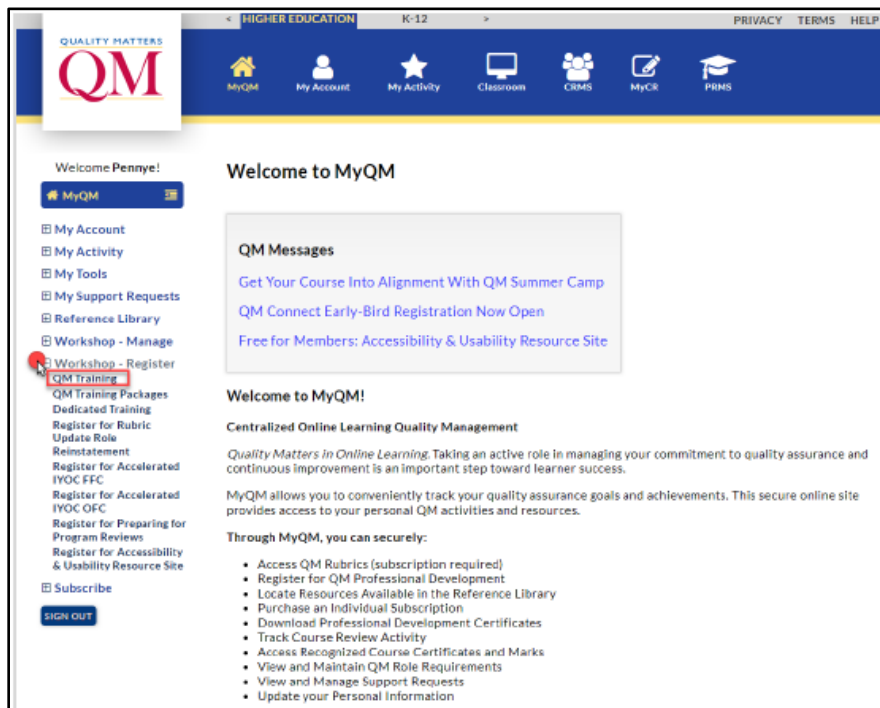


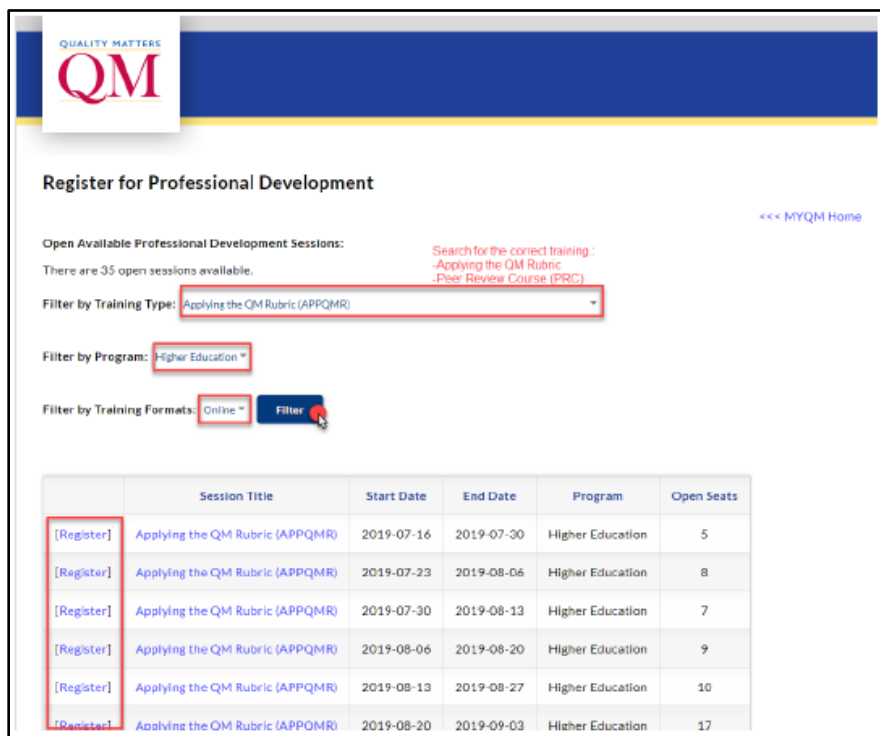
Registering for QM Training

Follow these steps:

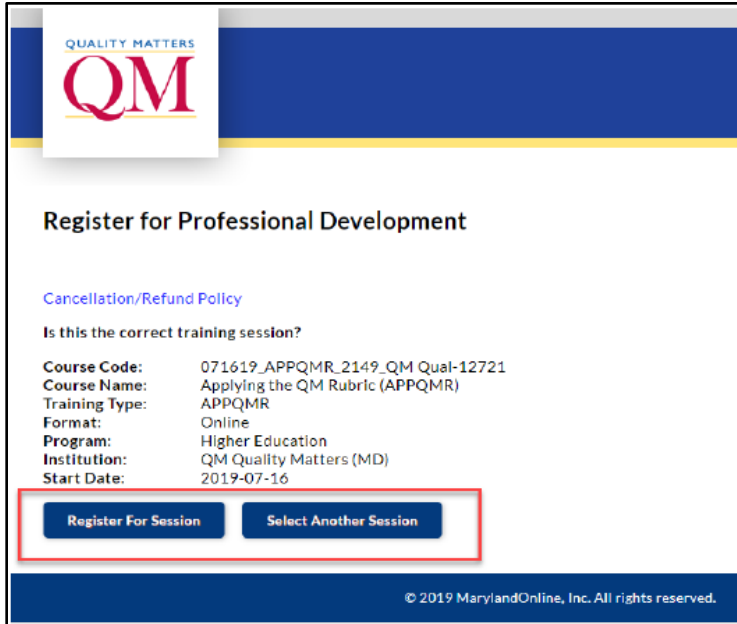
1. Once you login to MyQM, click on the plus sign next to “Workshop – Register”. Click on “QM Training” in the dropdown menu.



2. Select the course you wish to take from the first drop down. Select “Higher Education” and “Online” and click “Filter”. Find the session that you want to register for according to the posted start/end dates. Click “Register”.



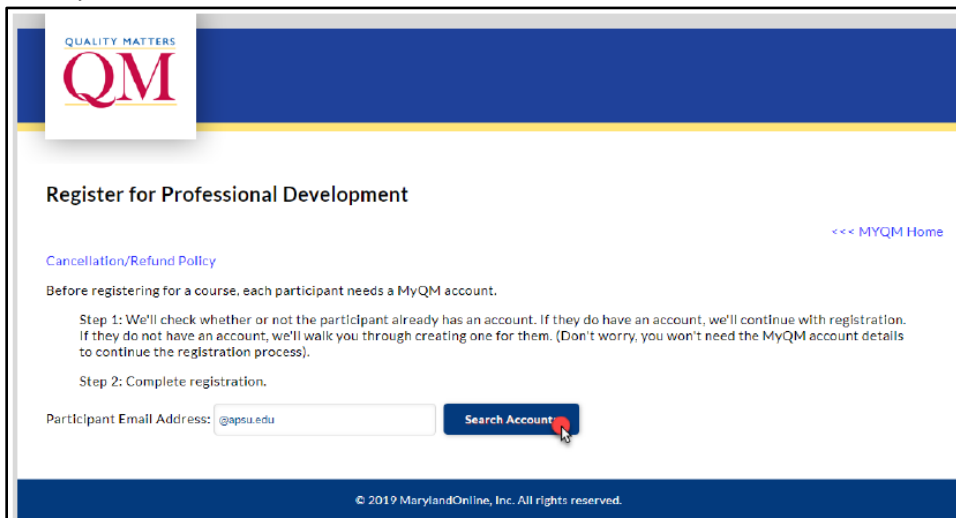
- Confirm you have selected the correct session and click “Register for Session”. If the session shown is incorrect, click “Select Another Session” to return to the previous page.



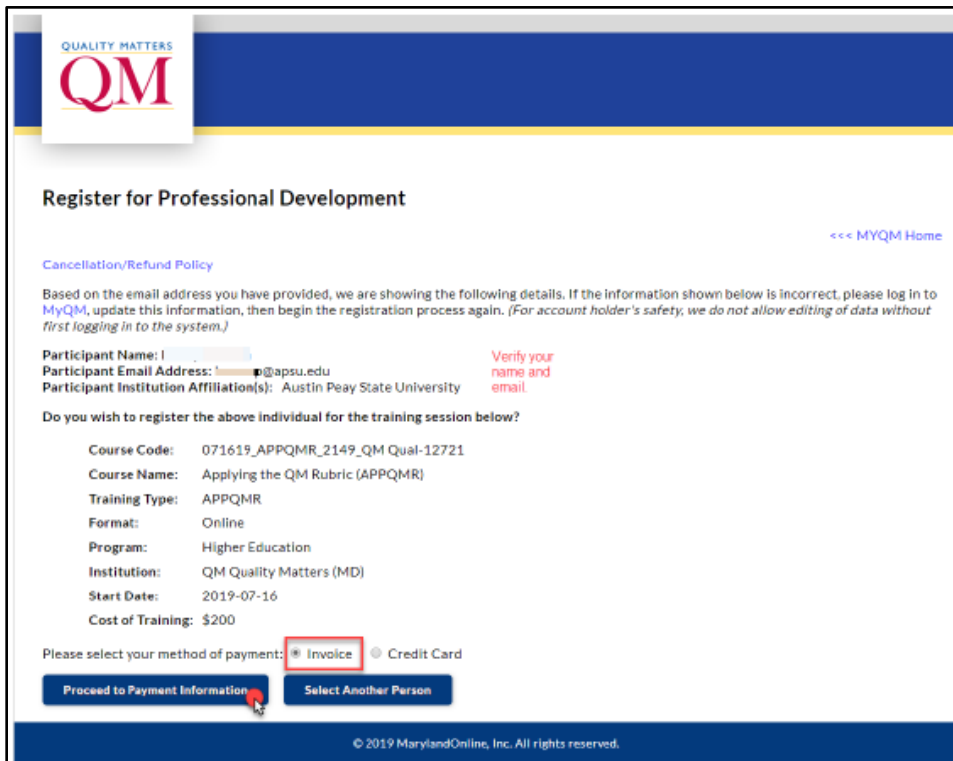
- Click on the blue “Cancellation/Refund Policy” link to read the policy. Then, check the box next to the statement and click “Continue”.



- Enter your APSU email address and click “Search Accounts”.



- Verify your name, select “Invoice”, and click “Proceed to Payment Information”. If your name is not shown, click “Select Another Person” to return to the previous screen.



Register for Professional Development [<<< MYQM Home](#)

[Cancellation/Refund Policy](#)

Based on the email address you have provided, we are showing the following details. If the information shown below is incorrect, please log in to MyQM, update this information, then begin the registration process again. (For account holder's safety, we do not allow editing of data without first logging in to the system.)

Participant Name: [Redacted]
Participant Email Address: [Redacted]@apsu.edu
Participant Institution Affiliation(s): Austin Peay State University

Do you wish to register the above individual for the training session below?

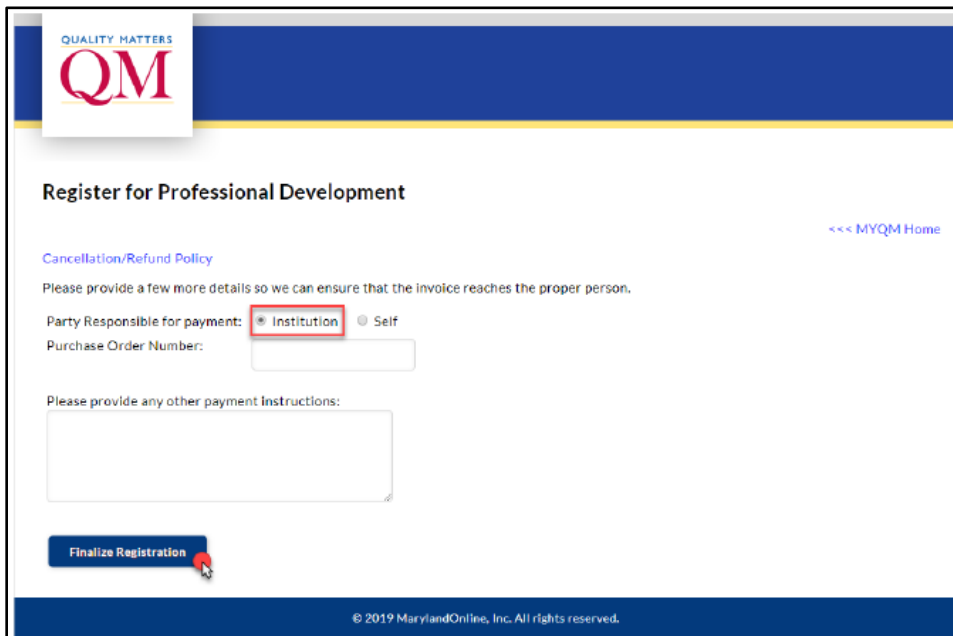
Course Code: 071619_APPQMR_2149_QM Qual-12721
Course Name: Applying the QM Rubric (APPQMR)
Training Type: APPQMR
Format: Online
Program: Higher Education
Institution: QM Quality Matters (MD)
Start Date: 2019-07-16
Cost of Training: \$200

Please select your method of payment: Invoice Credit Card

[Proceed to Payment Information](#) [Select Another Person](#)

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- Select “Institution” and click “Finalize Registration”.



Register for Professional Development [<<< MYQM Home](#)

[Cancellation/Refund Policy](#)

Please provide a few more details so we can ensure that the invoice reaches the proper person.

Party Responsible for payment: Institution Self

Purchase Order Number:

Please provide any other payment instructions:

[Finalize Registration](#)

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Registration is complete. You will receive an email with details about your training.