

## **CQM for Contractors Recertification Course Registration Guide for Learners**

**(Note: These instructions should be closely followed to ensure each Learner (YOU) are able to access the desired training with a minimum of difficulties. Please follow these instructions carefully. If for any reason you are not able to access the desired training please contact the ULN Help Desk for assistance.)**

1. **ALL** Learners **MUST** first create an account with the ULN. To do this go to [www.myuln.net](http://www.myuln.net) and click on “**New User? Click here to register**” on the right side of the page. Please follow the instructions carefully to create an account. Learners will establish a user name and password during the registration process.

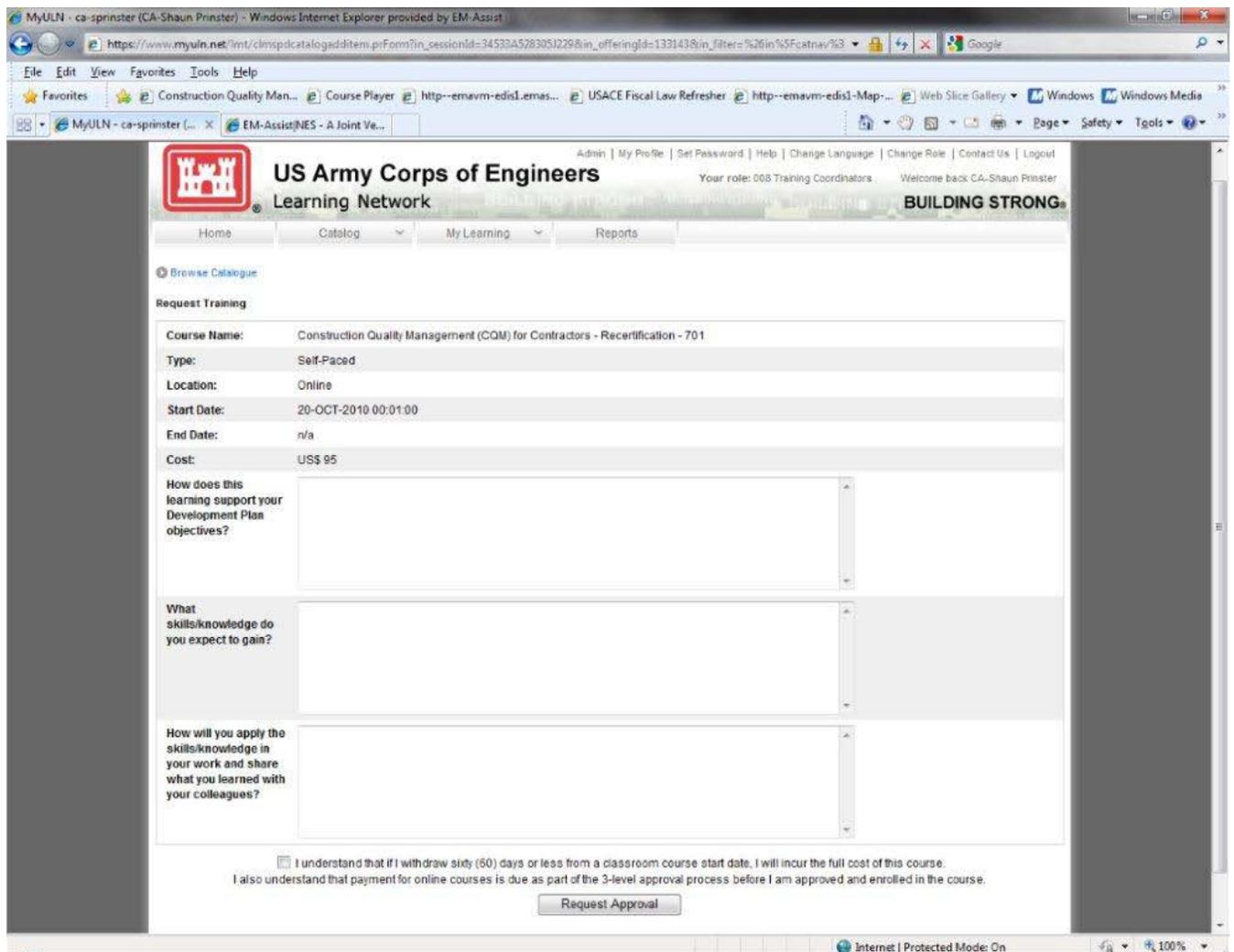
**Please DO NOT navigate to the course or click “Request Learning” until instructed to do so by the CQM approval group.** You must complete the process below before requesting enrollment.

2. Each Learner **MUST** contact the CQM approval group through E-mail at [dll-uln-cqm-c@usace.army.mil](mailto:dll-uln-cqm-c@usace.army.mil). The Learner **MUST** provide an electronic copy of their ORIGINAL CQM for Contractor training certificate for verification (for all training completed prior to FY11). This is the training certificate the Learner received when he/she took the original classroom course. Upon verification, the CQM approval group will provide a certificate number to the learner, usually via email.

**Note:** Learners **MUST** RETAIN this number for entry in the ULN to obtain access to the course at the end of this process.

3. The Learner must now return to the ULN and request enrollment. To do this:
  - Log back into the ULN using your user name and password.
  - Click on the “Catalog” tab and select “Browse.”
  - Go to “Distributed Learning.”
  - Locate the CQM for Contractor – Recertification course.
  - Click “Request Learning” and complete all fields and click the checkbox.
  - Click “Request Approval” to submit.

See screen shot below



4. Upon clicking “Request Approval,” the CQM approval group will send the learner instructions on how to pay for the course using Pay.gov. Once payment has been verified the “Request Learning” will be approved by the CQM approval group and the learner will be given final instructions on how to proceed into the course.

**Please note that this is an emerging process, please be patient as we work together toward our goal of Quality Construction Management through Quality Training.**