## 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.)

 ALL Learners MUST first create and account with the ULN. To do this go to <u>www.myuln.net</u> 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 <u>dll-uln-cqm-c@usace.army.mil</u>. 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.

<u>Note</u>: 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.
  - o Click on the "Catalog" tab and select "Browse."
  - o Go to "Distributed Learning."
  - Locate the CQM for Contractor Recertification course.
  - Click "Request Learning" and the complete all fields and click the checkbox.
  - Click "Request Approval" to submit.

See screen shot below

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U Le	S Army Corps of arning Network	Admin   My Profile Engineers	Set Password   Help   Change Language Your role: 008 Training Coordinators	Change Role   Contact Us   Lopout Welcome back CA-Shaun Prinster BUILDING STRONG®	
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Browse Calsingue Request Training					
Course Name:	Construction Quality Management (C	CQM) for Contractors - Recertification	n - 701		
Type:	Self-Paced				
Location:	Online				
Start Date:	20-OCT-2010 00:01:00				
End Date:	n/a				
Cost	US\$ 95				
How does this learning support your Development Plan objectives?					
What skills/knowledge do you expect to gain?			*		
			*		
How will you apply the skills/knowledge in your work and share what you learned with your colleagues?			ix.		
			*		
	I understand that if I withdraw sixty (6	0) days or less from a classroom o	ourse start date, I will incur the full cost of	f this course.	
Tarso unde	istano biat payment for online course	s is due as part or the 3-level appro	wai process before ram approved and e	mosed in the course.	

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.