Quick Guide: How to Manage Enrollments in Organizations

The creator of an ELMS Organization is enrolled in the space as a teacher. Unlike term-based courses, “teachers” can add or remove people within the organization space.

Creating an Organization
1. To create an organization, go to www.elms.umd.edu, and click on the ELMS Management Tool button.
2. From the left-hand menu, select the Create Organizations button.
3. If you have any questions about the Create Organization process, click on the Question Mark button for guidance.

Adding University of Maryland Members

You will add members to the ELMS space using the Add People tool within the organization space itself. Add faculty, staff or students using either their Directory ID or UID.

1. In your organization space in ELMS, select People from the left-hand menu.
2. Click on the + People button.
3. Type the UID or Directory ID into the new window, and then click the Next button. You can add multiple IDs at a time.
4. If the information is correct, click Add Users.

Adding non-University of Maryland Members

If you need to add users who do not have a UMD Directory ID to your organization space, you will first need to create a local user “SIMs” account.

1. Go to www.elms.umd.edu, and click on the ELMS Management Tool button.

2. From the left-hand menu, select Create Local Users link.

3. Fill out the required information. If you have any questions, a help guide is accessible under the Question Mark button.

4. Once you have created the “SIMs” account, return to the Add People tool in the organization space and add the member using their new identity (which will be their email address as entered in the non-UMD account creation tool).