

How to Enroll Students in the UMS

For Educators

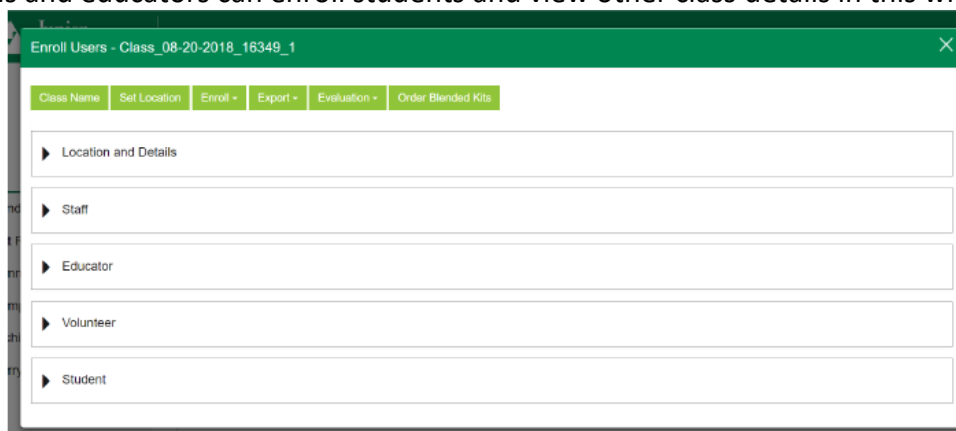
Enroll Users

Log in to the UMS (<https://access.ja.org>).

- Users will enter their login credentials in the username and password fields.

Educators can view approved classes under the **Running Courses** section or under the **Running Events** section. When you select a class name, you will see a pop-up window with the details.

JA Area Admins and educators can enroll students and view other class details in this window.



Note:

- Once users have been enrolled, it may take a few minutes before they are able to view the class in D2L.

Enroll Students

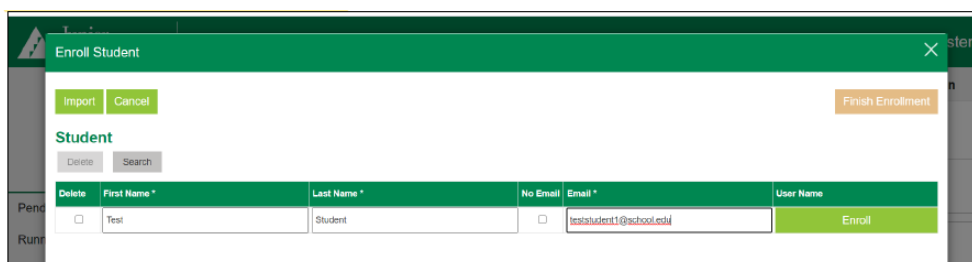
JA Area Admins or educators must enroll their students if they want students to log in and have direct access to the blended program content.

To enroll students, select a class name, then select the green Enroll - Students button.

You can either enter a single user using the first name, last name, and email address fields on this interface and then select Enroll, or you can bulk enroll by selecting the Import button. (See Bulk User Enrollment section in this guide for the process.)

Before closing the pop-up enrollment window, make sure to select the orange Finish Enrollment button. You can check the drop-down arrows for the class details to see your enrolled users. Enrollments may take up to 1 hour to appear in the system.

Example of Enroll Student screen

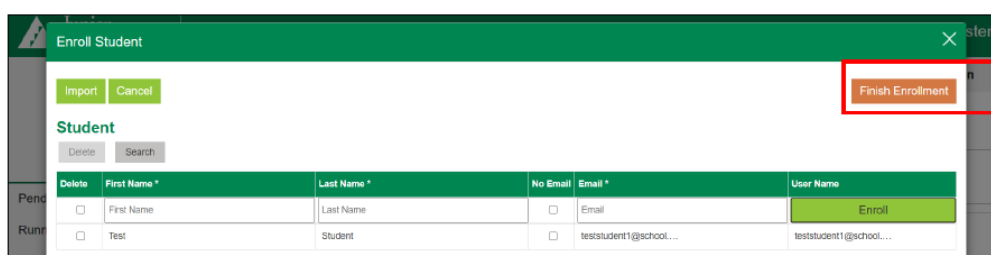


The screenshot shows the 'Enroll Student' window. At the top, there are 'Import' and 'Cancel' buttons. Below them is a 'Student' section with a 'Delete' button and a 'Search' input field. A table lists student information with columns: 'Delete', 'First Name *', 'Last Name *', 'No Email', 'Email *', and 'User Name'. The first row shows a student named 'Test' with last name 'Student', an email of 'teststudent1@school.edu', and a green 'Enroll' button. A 'Finish Enrollment' button is located in the top right corner.

Note: If students have a working email address, enter it in here.

If student is unable to receive outside email for any reason, check the No Email box and leave the Email field blank, before submitting your enrollment. The student's username will become the system-generated fake email address. The password is always set to Password123!

Be sure to select the Finish Enrollment button.



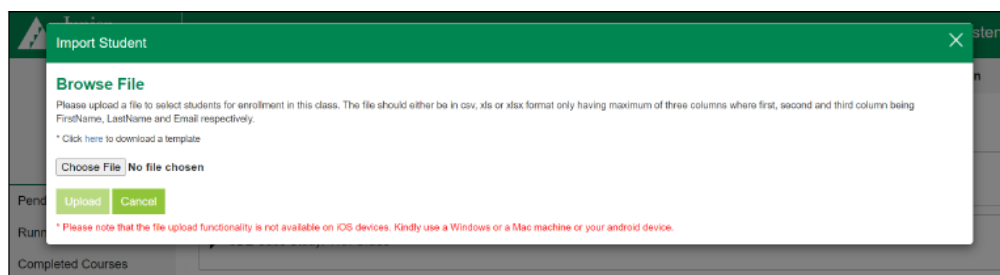
This screenshot is identical to the previous one, but a red rectangle highlights the 'Finish Enrollment' button in the top right corner of the window.

Bulk User Enrollment

JA Area admins and educators can also perform bulk enrollment for students.

On the Enroll screen, select the Import button. Browse and upload your file. The file should either be in .csv, .xls, or .xlsx format only, having a maximum of three columns where the first, second, and third columns are First Name, Last Name, and Email, respectively. If student is unable to receive outside email for any reason, leave the Email field blank, before submitting your enrollment. The student's username will become the system-generated fake email address. The password is always set to Password123! You may also choose to download the template to fill out the Excel file by selecting the link in the pop-up window.

Example of Import Student (bulk enrollment) screen



The screenshot shows the 'Import Student' window. It features a 'Browse File' section with instructions: 'Please upload a file to select students for enrollment in this class. The file should either be in csv, xls or xlsx format only having maximum of three columns where first, second and third column being FirstName, LastName and Email respectively.' Below this is a link to 'Click here to download a template'. A 'Choose File' button is present, with the text 'No file chosen' next to it. At the bottom, there are 'Upload' and 'Cancel' buttons. A red note at the bottom states: '* Please note that the file upload functionality is not available on iOS devices. Kindly use a Windows or a Mac machine or your android device.'

Note: If student email addresses are not available due to privacy issues, leave the email address column blank, and the system will generate generic usernames for those students.

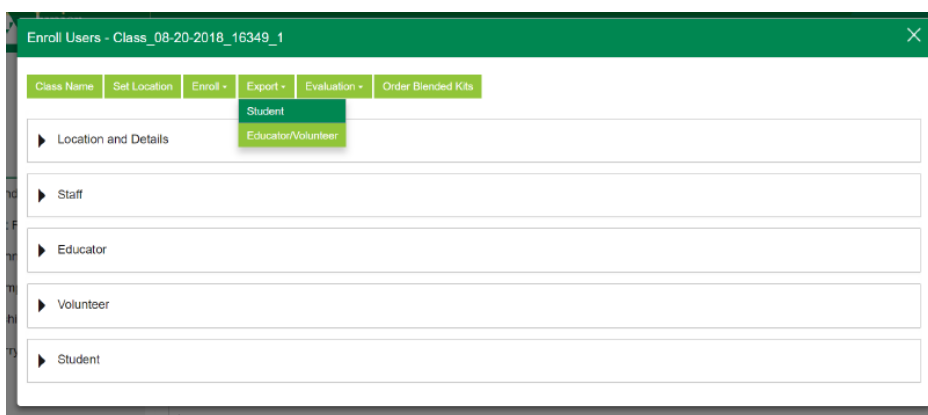
Select the Finish Enrollment button after the user has been entered or the file has been uploaded.

Export User

Once you have enrolled students, you can export a file of the students' login credentials. This includes First Name, Last Name, Email (if applicable), User Name, and Area ID.

Go to My Courses – Running Courses and open the individual class. In the pop-up window, select the green Export user credentials.

Example of pop-up enrollment window before selecting Export Students button



Example of downloaded Excel sheet of students' username credentials.

	A	B	C	D
1	FirstName	LastName	Email	Password
2	Johnny	Student	765321@jastudent.org	
3	Jenny	Student	765322@jastudent.org	
4				

Note: You may use this download file to upload the same list of students into another class.

Log In to the JA Learning Platform

- Open your web browser and go to <https://learn.ja.org>.
 - Enter your username and password and select **LOGIN**.
 - Select **Create/Reset Password** to set your password for the first time, or to reset a forgotten password.

LOGIN

Username

Password

[Create/Reset Password](#)

- Enter your email address and select **SEND PASSWORD EMAIL**.

CREATE/RESET PASSWORD

Email Address

- You will receive an email from JA_System_Access@ja.org to create/reset your password.

Hello FirstName LastName,

We received a request to create/reset your password. If you did not request this, please contact the JA USA IT Help Desk at helpdesk@ja.org.

Otherwise, please click [here](#) to create/reset.

*If the "here" link above does not work, paste this into your web browser:
<https://ja.usa.org/Account/ResetPassword?token=CfDJ8E4V0k%2FZ5ICtllRu%2BRbmAVz4AmKZ6uOIN4NoPs5GZ6itYR%2BS%2B40H1TJL7gFUIQg2ZlyBhPQyHza8wHmz0LJoRAh79zJNDzHhRHRA3bkGMgmVete0uyOpkoYV8IU37JhWX%2F5Hol31M89p1JQ87b%2FATmqu%2BzdsKA9G6M0RJSQ1dIFgI5IMdg8vZ4Z4NWVDCXyVPWSpEB37SQbSOBu3vSahrIRzZUIZ1huqiwTUc>

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