



How to Enroll Students in the UMS

For Educators

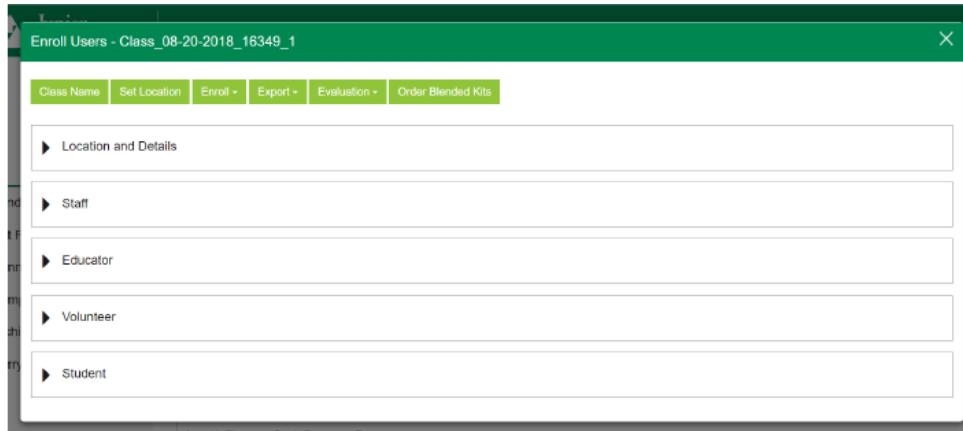
Enroll Users

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. 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.



Notes

- Once users have been enrolled, it may take up to 15 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' screen. At the top, there are 'Import' and 'Cancel' buttons. Below that is a 'Student' section with 'Delete' and 'Search' buttons. The main area shows a table with columns: 'Delete', 'First Name *', 'Last Name *', 'No Email', 'Email *', and 'User Name'. A row is filled with 'First Name' (Test), 'Last Name' (Student), 'No Email' (unchecked), 'Email' (teststudent1@school.edu), and 'User Name' (teststudent1@school.edu). To the right of the table is an 'Enroll' button. The status bar on the left shows 'Pending', 'Running', and 'Completed'.

Note: If students have a working email address, enter it in here. JASA will send their email address an email to complete registration. Students will set their own password and they will use their email address as their username.

If student's email address is not available, 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!

Example of Enroll Student screen if you try to select X and close the window before finishing enrollment.

The screenshot shows the 'Enroll Student' screen with a confirmation dialog box in the center. The dialog says: 'You have started to enroll users. Please select Yes if you would like to finalize your enrollments. If you select No then your enrollments will be lost.' It has 'Yes' and 'No' buttons. The status bar on the left shows 'Pending', 'Running', and 'Completed'.

Be sure to select the Finish Enrollment button.

The screenshot shows the 'Enroll Student' screen. The 'Finish Enrollment' button in the top right corner is highlighted with a red box. The status bar on the left shows 'Pending', 'Running', and 'Completed'.

Bulk User Enrollment

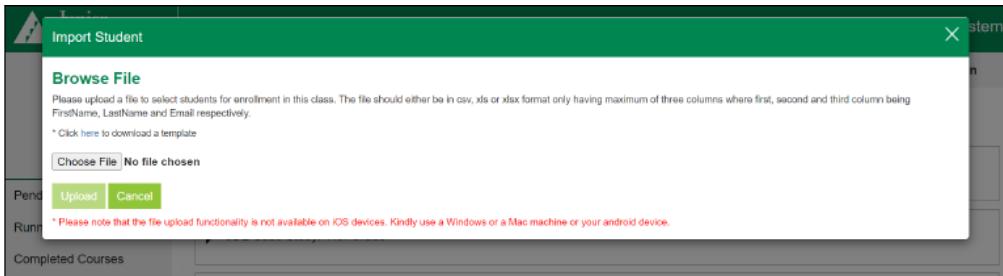
JA Area admins and educators can also perform bulk enrollment for students.

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. Or, you can download the template to fill out the Excel file by selecting the link in the pop-up window.

*Optional for students



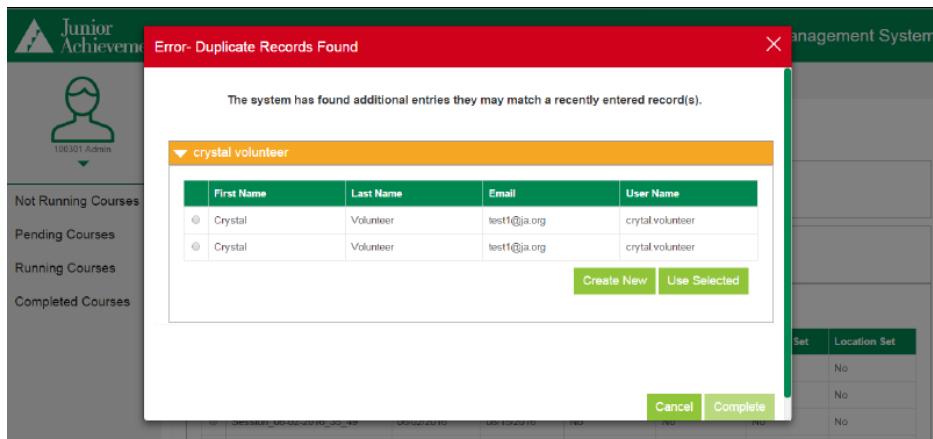
Example of Import Student (bulk enrollment) screen



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.

Duplicate Records

There is an error-handling screen to guide you through duplicate records in the system. If the Error screen appears, you can select the radio button for an existing user and select Use Selected or Create New. Select Complete to enter the user.



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

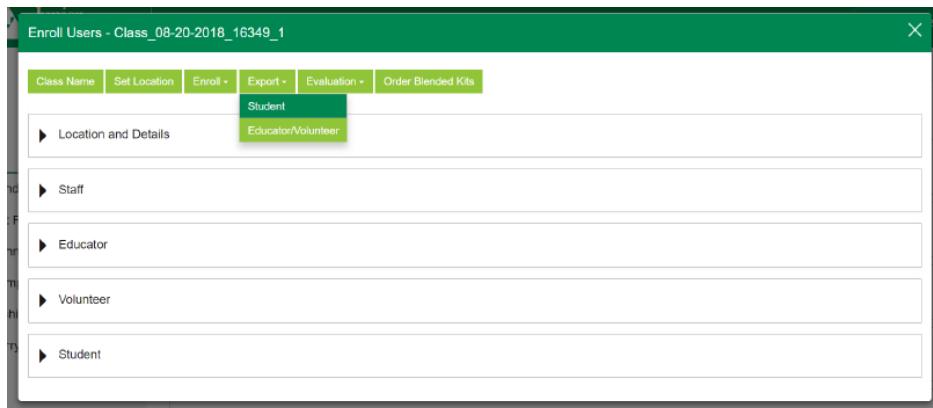
Export User

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



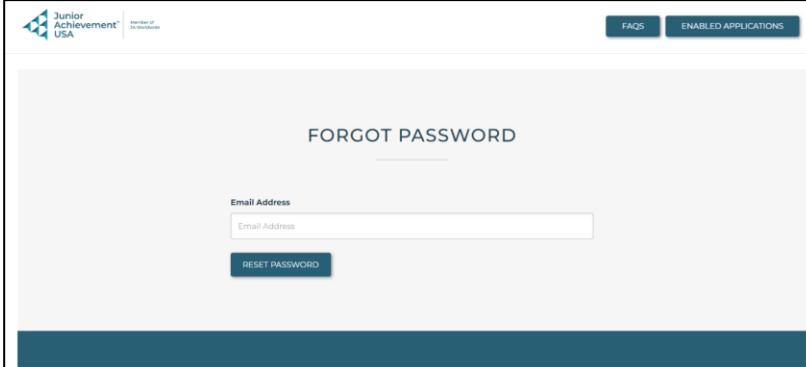
Example of downloaded Excel sheet of students' username credentials

FirstName	LastName	Email	UserName	AreaId
Annie	Test	JASStudent.1240@juniorachievement.org	JASStudent.1240@juniorachievement.org	999999
Bob	Test	JASStudent.1241@juniorachievement.org	JASStudent.1241@juniorachievement.org	999999
Chris	Test	JASStudent.1242@juniorachievement.org	JASStudent.1242@juniorachievement.org	999999
Dori	Test	JASStudent.1243@juniorachievement.org	JASStudent.1243@juniorachievement.org	999999
Evan	Test	JASStudent.1244@juniorachievement.org	JASStudent.1244@juniorachievement.org	999999
Frank	Test	JASStudent.1245@juniorachievement.org	JASStudent.1245@juniorachievement.org	999999
Gerr	Test	JASStudent.1246@juniorachievement.org	JASStudent.1246@juniorachievement.org	999999
Harry	Test	JASStudent.1247@juniorachievement.org	JASStudent.1247@juniorachievement.org	999999
Ignes	Test	JASStudent.1248@juniorachievement.org	JASStudent.1248@juniorachievement.org	999999
Jack	Test	JASStudent.1249@juniorachievement.org	JASStudent.1249@juniorachievement.org	999999

Log In to the JA Learning Platform

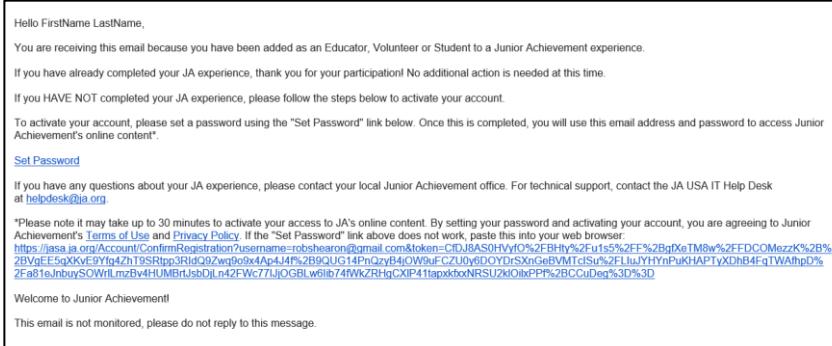
1. Open your web browser (latest version of Mozilla Firefox, Google Chrome, or Apple Safari recommended) and go to <https://learn.ja.org>.
 - A. Enter your username and password and select **LOGIN**.
 - B. Select **Forgot Password** to reset your password.

- Enter your email address and select **RESET PASSWORD**.



The screenshot shows a 'FORGOT PASSWORD' page. At the top, there is a 'Junior Achievement USA' logo and a 'Center of Excellence' badge. Below the logo are two buttons: 'FAQS' and 'ENABLED APPLICATIONS'. The main area has a 'Email Address' input field with a placeholder 'Email Address' and a 'RESET PASSWORD' button below it. The entire page is framed by a thick black border.

2. If this is your first time logging in, you will receive an email from Junior Achievement to setup your password.



The screenshot shows an email message. The subject is 'Forgot Password? Set your JA account password'. The body of the email reads:

Hello FirstName LastName,

You are receiving this email because you have been added as an Educator, Volunteer or Student to a Junior Achievement experience.

If you have already completed your JA experience, thank you for your participation! No additional action is needed at this time.

If you HAVE NOT completed your JA experience, please follow the steps below to activate your account.

To activate your account, please set a password using the "Set Password" link below. Once this is completed, you will use this email address and password to access Junior Achievement's online content*.

[Set Password](#)

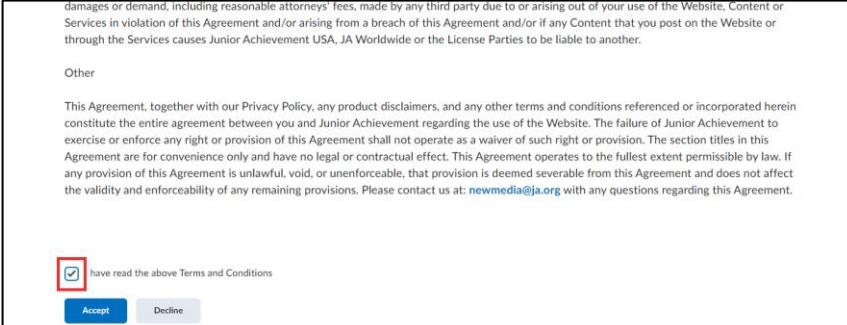
If you have any questions about your JA experience, please contact your local Junior Achievement office. For technical support, contact the JA USA IT Help Desk at helpdesk@ja.org

*Please note it may take up to 30 minutes to activate your access to JA's online content. By setting your password and activating your account, you are agreeing to Junior Achievement's [Terms of Use and Privacy Policy](#). If the "Set Password" link above does not work, paste this into your web browser:
<https://jausa.org/Account/ConfirmRegistration?username=robsheron@comcast.net&token=CDJBA50HVi0%2FBHrY%2Fu1s5%2FF%2BpXeTM8w%2FFDC0MezzK%2B%2BVgE%25XXEV3Ytq4z195Rtpg3RtQDzwdp0ta4p4J4%2B9QU14Phc2yB4jOW9uFcZU0yD0YDfSXnG8BYMTcGt0%2FLuJYyNpUkHAPtYXdhB4fqTwAfhpD%2Fa81eJnbySOWhLmzB4v4HUMBrUsbDjLw42PwC77UjOGBl.w9ib74WkZRhIqCXP41spkdxNRSU2X0l8pP%2BcCdDeg%3D%3D>

Welcome to Junior Achievement!

This email is not monitored, please do not reply to this message.

3. On the first login, review the Junior Achievement - Terms of Use and Privacy Policy. Select the **check box** to agree and select **SAVE**.



The screenshot shows a 'Terms and Conditions' page. It contains a text box with the following text:

damages or demand, including reasonable attorneys' fees, made by any third party due to or arising out of your use of the Website, Content or Services in violation of this Agreement and/or arising from a breach of this Agreement and/or if any Content that you post on the Website or through the Services causes Junior Achievement USA, JA Worldwide or the License Parties to be liable to another.

Other

This Agreement, together with our Privacy Policy, any product disclaimers, and any other terms and conditions referenced or incorporated herein constitute the entire agreement between you and Junior Achievement regarding the use of the Website. The failure of Junior Achievement to exercise or enforce any right or provision of this Agreement shall not operate as a waiver of such right or provision. The section titles in this Agreement are for convenience only and have no legal or contractual effect. This Agreement operates to the fullest extent permissible by law. If any provision of this Agreement is unlawful, void, or unenforceable, that provision is deemed severable from this Agreement and does not affect the validity and enforceability of any remaining provisions. Please contact us at: newmedia@ja.org with any questions regarding this Agreement.

have read the above Terms and Conditions