

# How to Enroll in an Open Learning Non-Credit Course

*(Canvas Catalog is branded Open Learning at the University of Maryland)*

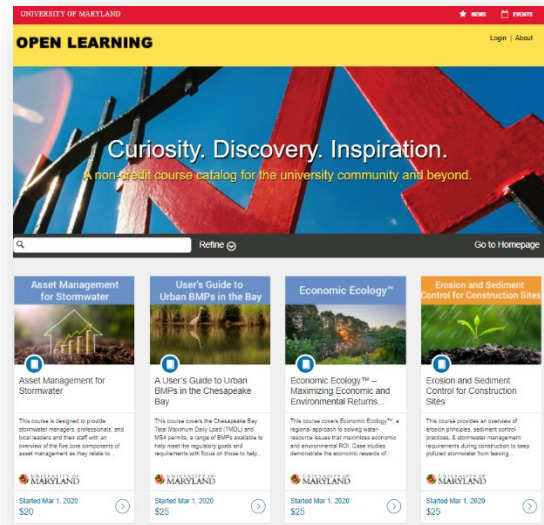
Open Learning is the registration and payment gateway for the University of Maryland’s catalog of non-credit courses, seamlessly integrating with the ELMS-Canvas course platform.

- I. Go to the [MOST Center](#) to select a course.

– OR –

Select a course directly from the [MOST Center’s catalog](#) of courses on [Open Learning](#).

- II. Click the blue “Enroll” button to be taken to the registration page.\*



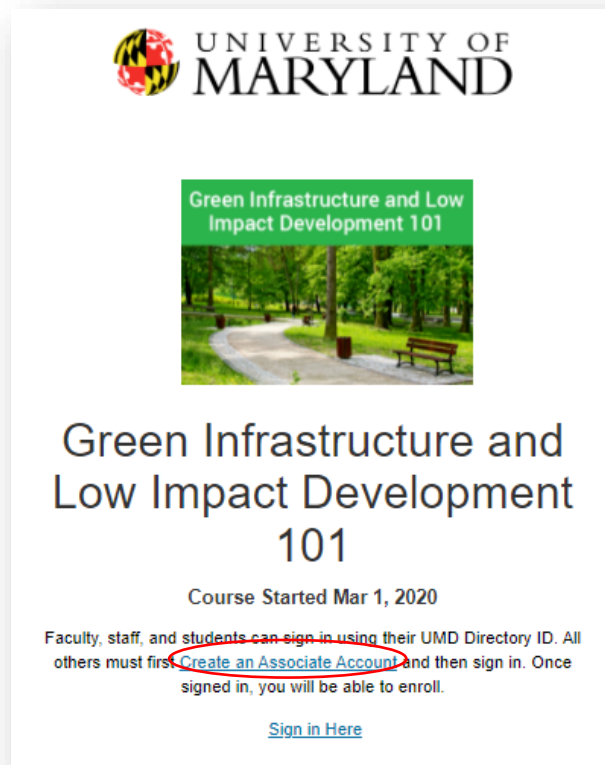
*\*Note: Before you can enroll, you must first sign in to Open Learning. University of Maryland students, faculty, and staff can sign in using their UMD Directory ID login. All others must first "Create an Associate Account" login, and then sign in. Your login for Open Learning will be the same login used to access the course in ELMS.*

## UMD Students/Faculty/Staff

1. Skip to Step 8 (Sign In) using your UMD Login ID.

## Non-UMD Users - Creating an Associate Account

1. On the registration page, click the [Create an Associate Account](#) link to create an Open Learning login.



2. Complete the Associate Account Registration information, then click the "Submit" button.

The screenshot shows the "Associate Account Registration" form on the University of Maryland website. The form has a red header with the university logo. The title "Associate Account Registration" is centered. Below it is the sub-header "Create a University of Maryland Associate Account". A paragraph of text explains the account: "Your Associate Account (see Associate Account KB Article) will be assigned access on a per service basis. For example, a student could authorize a parent or guardian account to view information in Testudo. The email address you enter below will be your ID (also known as a Directory ID)." The form contains several input fields: "First Name", "Last Name", "Email", "Confirm Email", and "Phone Number". Below these fields is a CAPTCHA section with a checkbox labeled "I'm not a robot" and a "RECAPTCHA" logo. At the bottom, there are two buttons: "Submit" (circled in red) and "Clear Form".

3. Review your login ID and the Acceptable Use Guidelines. To confirm, change the drop-down option to "Yes" and then click "Accept."

## The ID you have selected is: [REDACTED]

1. Defines your login ID for a number of systems and services
2. If you are satisfied now, and expect to be satisfied with [REDACTED] for the foreseeable future, please press the ACCEPT button below.
3. By accepting this ID, you promise to conform to the Acceptable Use Guidelines available at <http://it.umd.edu/aup>.

Select "Yes" if you agree to follow the Acceptable Use Guidelines

NO ▾

ACCEPT

4. After you click "Accept," you will receive an email stating that the Associate Account you created is not yet activated. Click the link in the email to activate your account and to create a password.

Dear [REDACTED],

Please click on the link or copy and paste the url in a browser to activate your University of Maryland associate account. If you did not make or request for an associate account, please contact University of Maryland's Division of IT Service Desk at 301.405.1500, or the Security Operations Center at 301.226.4225.

<https://identity.umd.edu/id/associate/setpwd?>

[id=mnessan%40me.com&code=U2FsdGVkX183Ku66%2F%2FZU5tbE3fizLFrgtB1iscpaSrKjwzuzfT9ulkq7oydtoNBIHi2LleR0ka9BgnwYi%2BRVw%3D%3D](https://identity.umd.edu/id/associate/setpwd?id=mnessan%40me.com&code=U2FsdGVkX183Ku66%2F%2FZU5tbE3fizLFrgtB1iscpaSrKjwzuzfT9ulkq7oydtoNBIHi2LleR0ka9BgnwYi%2BRVw%3D%3D)

Thank you.

5. Create a password\*\* according to the Password Requirements listed on the right side of the page, then click "Update Password."

**\*\*NOTE:** Passwords are valid for up to 180 days. Account holders will be notified via email to reset and update their password to prevent deletion of the account. A password reset generates a link emailed to the account that remains valid for 10 minutes. Accounts with expired passwords or with no activity after creation will be deleted and removed from the system after 180 days.

## Password Setup

**Congratulations! We have confirmed your identity. Please enter your new password.**

### Update Password

New Password

Re-enter New Password

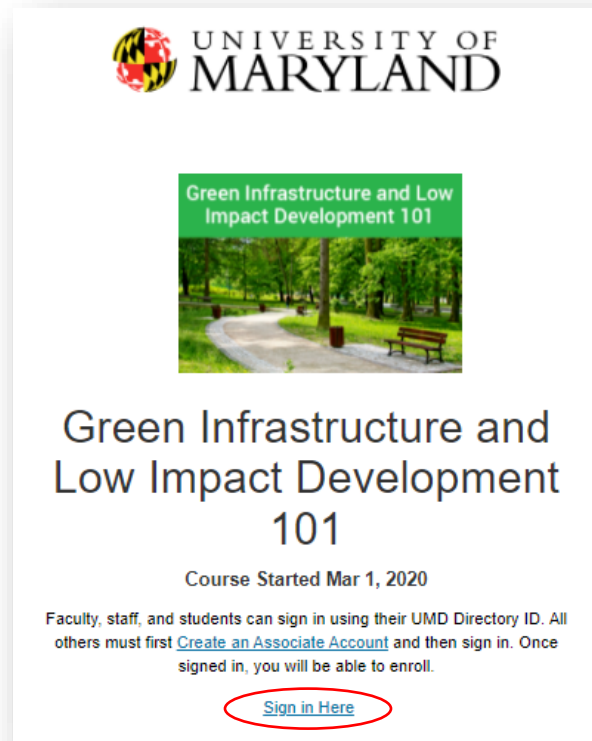
### Password Requirements

- A password must be at least 8 and no more than 32 characters in length.
- A password must contain at least one character from each of the following sets:
  - Uppercase alphabet (A-Z)
  - Lowercase alphabet (a-z)
  - Number (0-9) and special characters (such as # @ \$ & among others)
- A password may not begin or end with the space character.
- A password may not contain more than two consecutive identical characters.
- A password may not be (or be a variation of ) a dictionary word in English or many other languages. This includes making simple substitutions of digits or punctuation that resemble alphabetic characters (such as replacing the letter S in a common word with the \$).
- Passwords should not contain: carriage return, linefeed, /, \, or a trailing \* symbol).

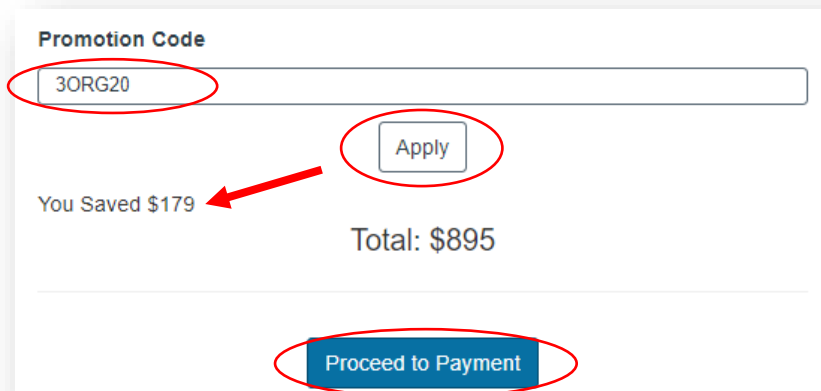
6. **Finalize Activation:** To complete your Associate Account creation, you **MUST** sign in to [elms.umd.edu](https://elms.umd.edu) (the course platform) using your new credentials to verify your login and accept the Terms of Use.



7. After successfully creating an Associate Account, return to the course listing and registration page (Step II.1).
8. Click “Sign in Here” and login using your email (Login/Directory ID) and password.



9. Free Courses: Click the blue “Enroll in Course” button. Proceed to Step 13.
10. If payment is required (Steps 10-12), you will instead see the blue “Proceed to Payment” button and the option to enter a promotion code if one has been provided.
11. Enter the code and click “Apply” to apply the promotion code for payment. The amount saved should appear. Now click “Proceed to Payment” to be directed to a secure payment page.



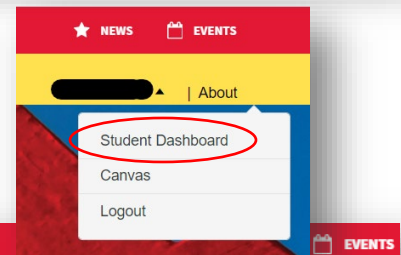
12. Enter your payment information and click “Pay Now.”

### 13. YOU ARE NOW ENROLLED IN THE COURSE!

- a) You will receive an email confirmation of your enrollment. To access your course in ELMS, click the link in the email. Be sure to save the link as a bookmark so you can access the course information as needed.
- b) You may also access your course through your Open Learning Student Dashboard.
  1. If you are logged out, log back into [Open Learning](#).



2. Navigate to your Student Dashboard from the drop-down menu by your name in the upper right-hand corner.
3. Select your course from the active "In Progress" tab.



14. New to navigating the ELMS course space? For a helpful introduction, check out the [Orientation to ELMS for Students](#).

#### Alternative HOW TO ENROLL Resources & Troubleshooting Assistance

- UMD Open Learning: [Getting Started Guide](#)
- UMD IT Service Desk: [Setting up your Associate Account](#)
- Canvas Guides: [How do I use the Catalog \(Open Learning\) Student Dashboard?](#)

Contact the **Office of Extended Studies** (OES) if you have any questions or need further support.

#### Office of Extended Studies

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College Park, MD 20742

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