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.
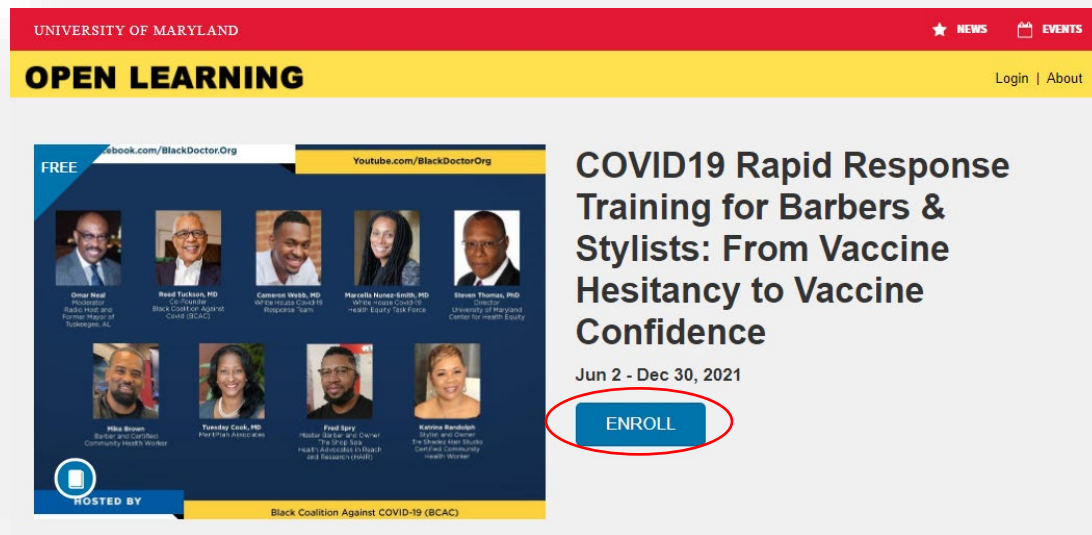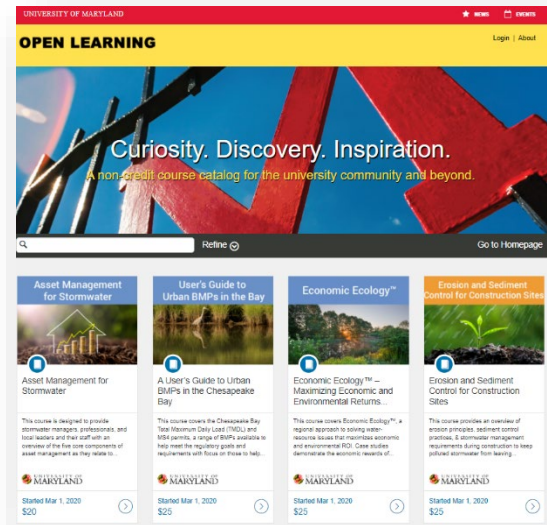
Find a Course

1. A. Visit the Open Learning catalog, browse or search for a course, then select the course for which you want to enroll.

   – OR –

   B. If you were provided a private course link, simply click the link you were provided to enroll in a course hidden from the Open Learning catalog storefront page.

2. 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-Canvas.
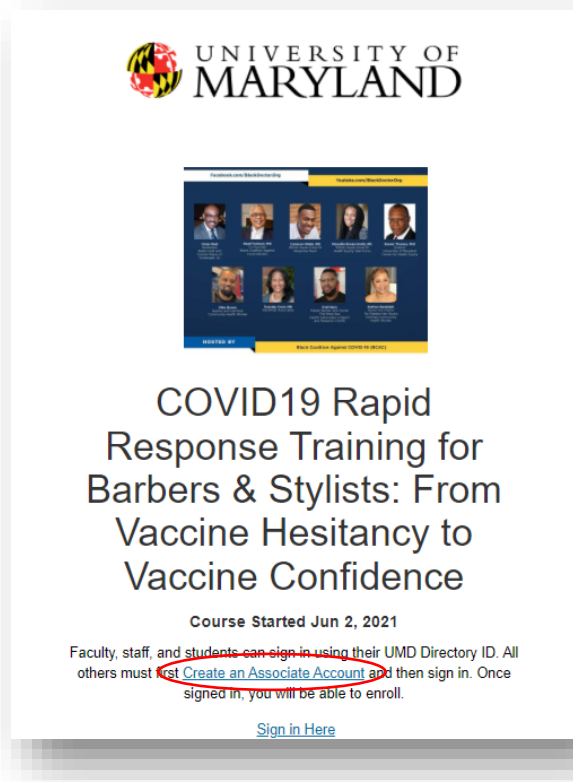
Sign In to Open Learning

UMD Students/Faculty/Staff

3. Skip to Step 9 (Sign In) using your UMD Directory ID as your login credentials.

Non-UMD Users - Creating an Associate Account

3. On the registration page, click the Create an Associate Account link to create an Open Learning login ID.

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

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

6. 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.

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

Password Setup

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

Update Password

New Password [•••••••••••]

Re-enter New Password [•••••••••••]

Update 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).

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.

8. After successfully creating an Associate Account, return to the course listing and registration page *(Reference Step 2).*

9. Click "Sign in Here" and login using your email (Login/Directory ID) and password.

UNIVERSITY OF
MARYLAND

COVID19 Rapid Response Training for Barbers & Stylists: From Vaccine Hesitancy to Vaccine Confidence

Course Started Jun 2, 2021

Faculty, staff, and students can sign in using their UMD Directory ID. All others must first Create an Associate Account and then sign in. Once signed in, you will be able to enroll.
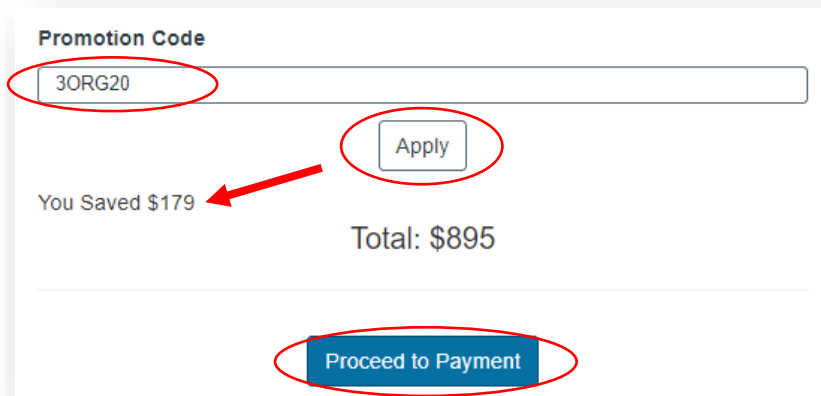
Sign in Here

Enroll in a Course

Free Courses

10. Click the blue "Enroll in Course" button. Proceed to Step 13.

Fee-Based Courses

10. If payment is required, 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.
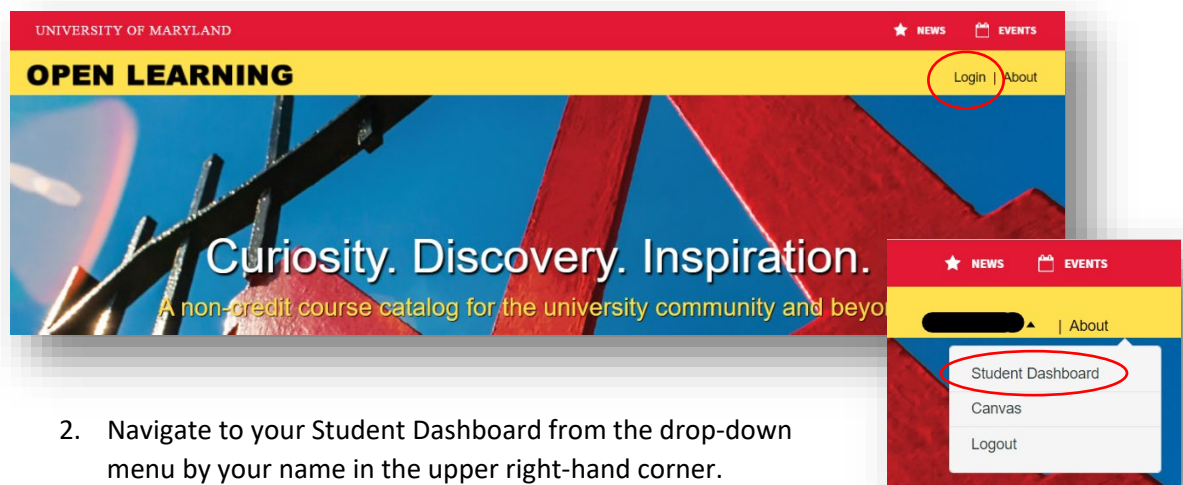

12. Enter your payment information and click "Pay Now."

13. **YOU ARE NOW ENROLLED IN THE COURSE!**
    a. You will receive an email confirmation of your enrollment. To access your course in ELMS-Canvas, click the link in the email.
    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.
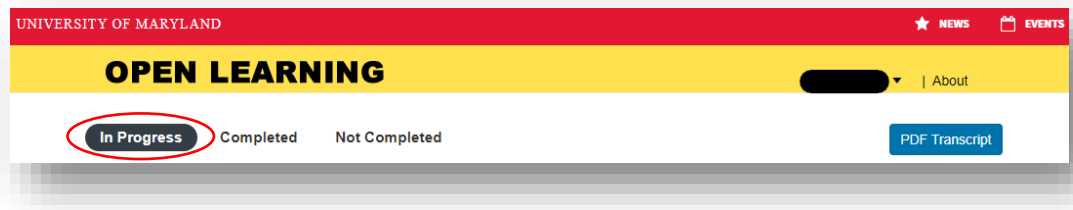
Note: *Each course within a **program** MUST begin via the student dashboard to gain access to the course in ELMS-Canvas, as the course series may have a required order of completion or only become available on specific scheduled dates.* From your dashboard, click the "Begin Course" button for each course in the Program to begin. *(Reference "Canvas Guide" links, below.)*

14. New to navigating the ELMS-Canvas 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 begin a Catalog (Open Learning) course or program?
- Canvas Guides: How do I use the Student Dashboard in Catalog (Open Learning)?

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

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