Login To ELMS

Navigate to our website: experience.byu.edu

Select "ELMS Managers"

Click on either of the login options
Login To ELMS (cont'd)

You will be taken to a login screen that looks as follows.

Your login is:

email address: firstname.lastname@byu.edu

password: ELMStemp

Once you have logged in for the first time, you can go in and change your password. Click your name in the upper right hand corner and select 'Update Password.'
1. From the Home page, select “Experiences” in the left-hand menu.

2. Click “+ Add New”.

ELMS for Department Managers
Adding an Experience
Adding Experience Details

After you select the name of the faculty/staff member, the "Copy Existing" field will appear.

3. In order to trigger the correct wording and order of questions, you must select the position type before doing anything else. Doing so will change the form to match what is seen below.

4. Enter the College and Department (if applicable) sponsoring the experience.

5. Enter the department/unit leading the experience.

6. Select the name of the faculty/staff member leading the experience.

7. List any additional faculty/staff members involved with the experience (if any).

8. Here, if you like, you can search for and copy information from existing (archived or current) experiences. If you copy from an existing experience, make sure you edit any fields that are unique to the new experience. If you do not copy from an existing experience, continue to step 9.

9. Select the semester or term when the experience will happen.
Adding Experience Details (cont'd)

10. Enter the Experience Title.

11. Enter 1-2 sentences for the experience description.

12. Leave the "Number of Openings" field empty.

13. Enter the location of the experience or leave blank.


15. The posting date and expiration date should be the first and last day of classes in the semester when the experience takes place. (If the experience is happening during fall, use the fall semester dates even if you are entering the experience during the summer.)

16. Always select "Yes" for "Approved" question.

17. Skip the "Additional Documents" question.

18. Skip the "Blind Posting" question.

19. Click "Submit".
Placing a student in an Experience

(After an experience is created, you will be able to place a student in the experience)

1. From the Home page, select “Experiences” in the left-hand menu.

2. Click on the experience title in which you intend to place the student.
Adding a Student

3. From the "Applications" tab in the top menu. Click "+ Add New".

4. In the Student box, enter the student's name (or search by Net ID or BYU Student ID).

5. Click "Submit"

How it Should Look in the End

6. The student's name will appear and the placement is created.

You've successfully added the experience and attached students to it!
Adding Funding (optional)

Under the experiences tab, find your experience and click on its title. Click 'view placement' on the student you would like to add funding to. You will be taken to this page. Scroll down to the bottom where "Funding Information" is listed.

Choose the "Primary Funding Allocation" based on what type of funding it is. If you know how the amount being allocated to the student before the end of the semester, you can enter the "Primary Funding-Total Amount".

If there is a different college/department/unit funding the experience as well, you can follow the two previous steps again for the secondary funding.

Click submit and you are done!