

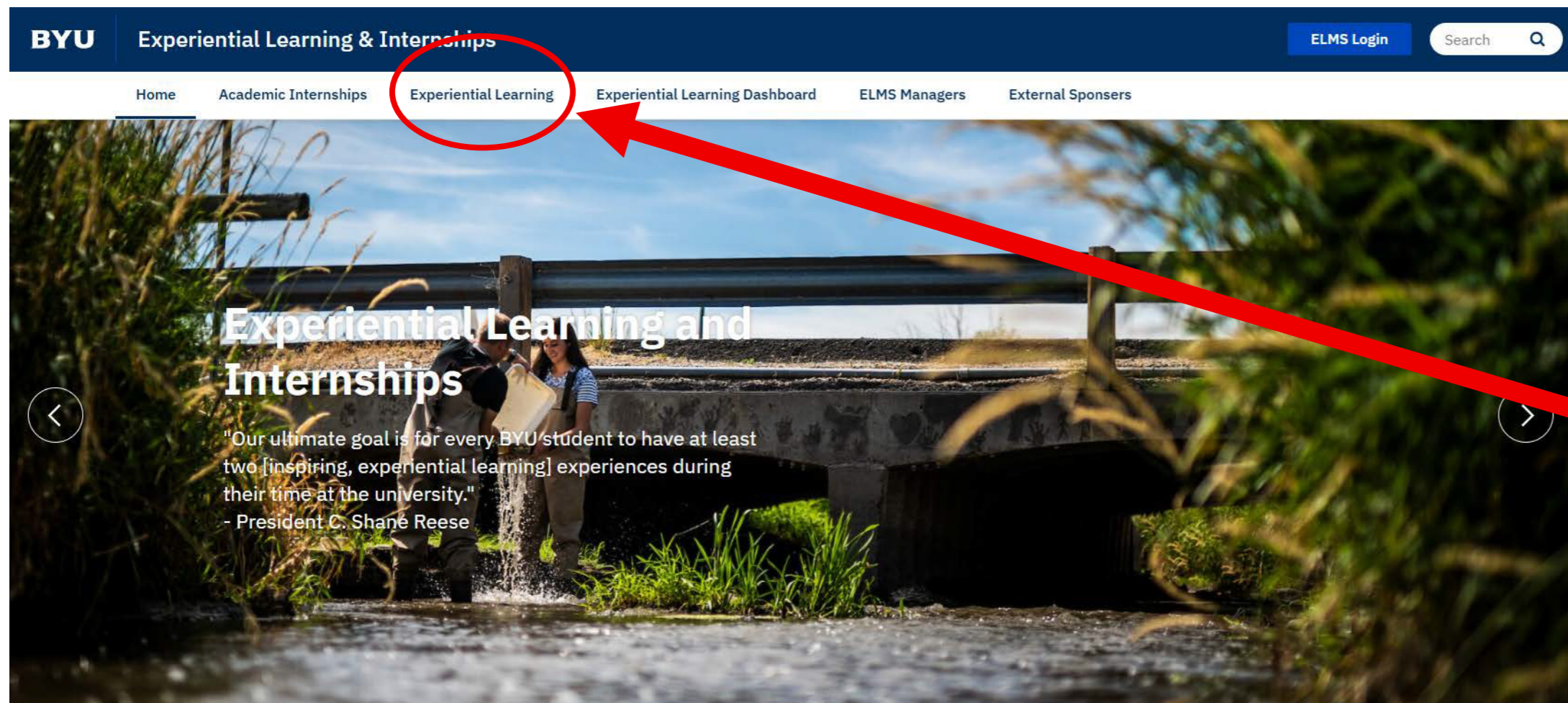


# Experiential Learning Management System

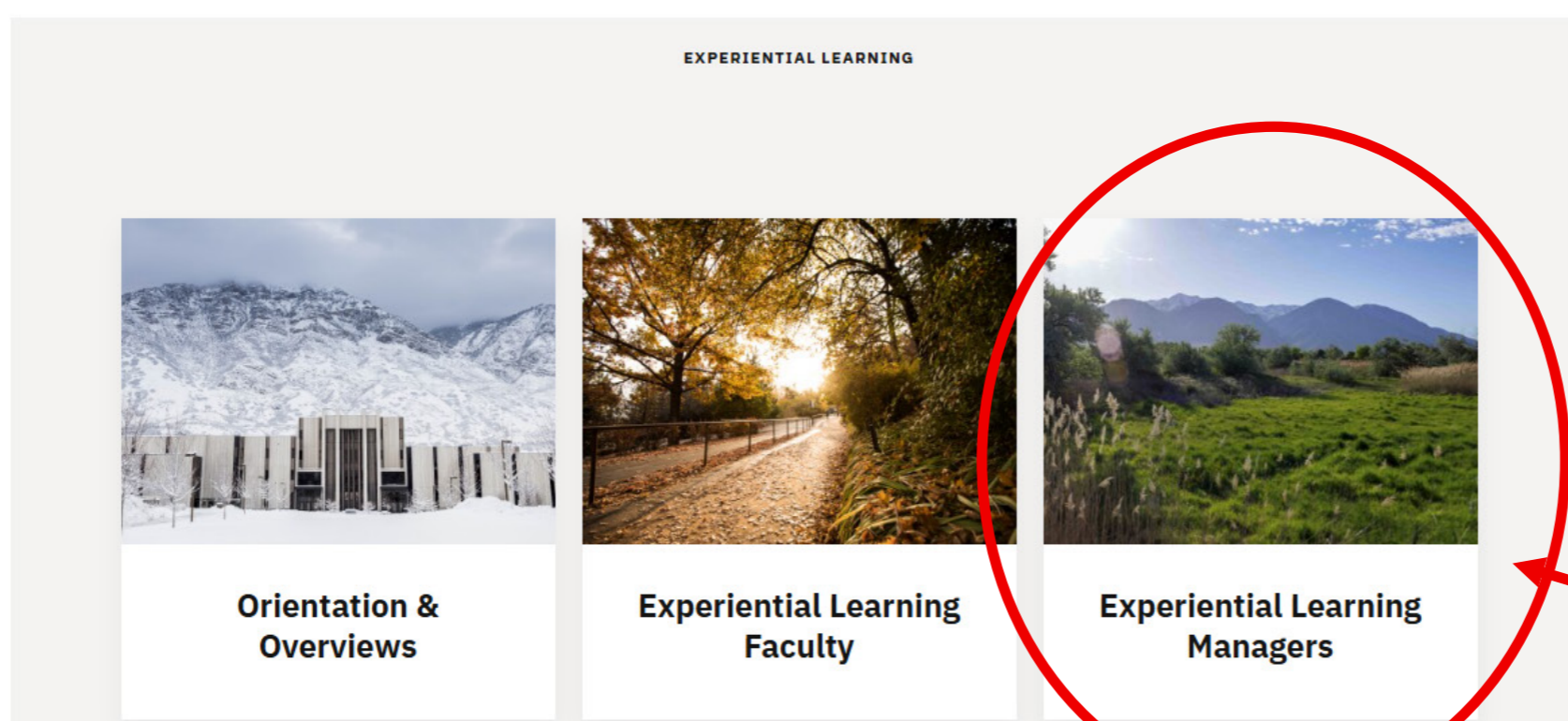
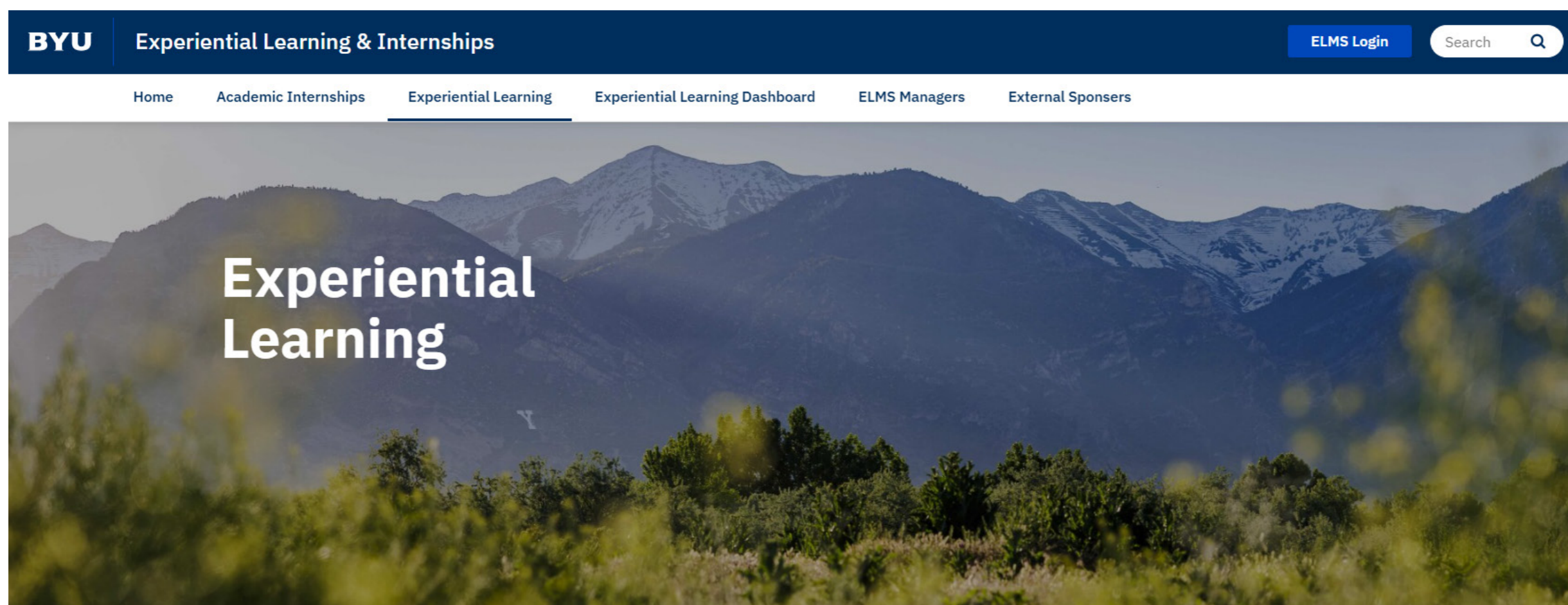
# Login to ELMS

Navigate to our website:

[experience.byu.edu](http://experience.byu.edu)



Select "Experiential Learning"



Then select "Experiential Learning Managers"

# Login to ELMS (cont'd)

On this page, you will be able to find a few helpful resources to help you as you're working in ELMS!

**EXPERIENTIAL LEARNING MANAGERS**

The grid contains six cards:

- Experiential Learning Management System (ELMS)** (circled in red)
- ELMS Training Guide**
- ELMS Manager Directory**
- Dates and Deadlines**
- ELMS Managerial Requests**
- ELMS Report Requests**

To Login to ELMS, click on "Experiential Learning Management Systems (ELMS)"



Alternatively, you can click "ELMS Login" in the top right-hand corner of the webpage

**BYU**

CSM Staff Sign In

Email Address

Password

Keep me logged in on this computer

**Sign In**

CSM by **■** *simplicity*™

Help Desk: 703-373-7040  
Privacy Policy | Terms of Use

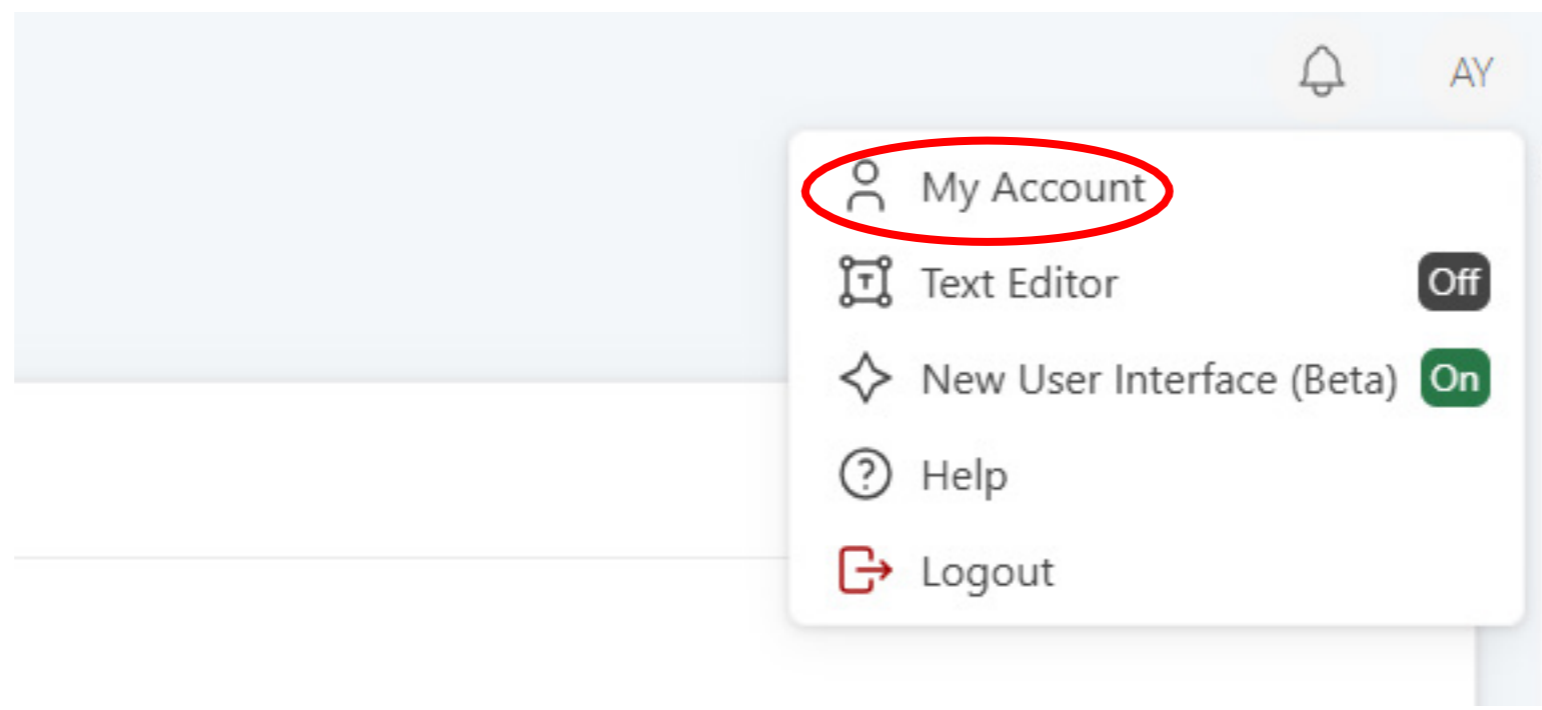
You will be taken to a login screen that looks like this.

Your login is:

email address:  
firstname\_lastname@byu.edu

(If that doesn't work, try netID@byu.edu. If it still does not work, please contact our office)

password:  
ELMStemp



Once you have logged in for the first time, please go in and change your password.  
Click your name in the upper right-hand corner and select  
"My Account"

A screenshot of the 'My Account' page. The page has a blue header with the title 'My Account'. Below the header, there are two tabs: 'My Custom System Settings' and 'Update Password'. The 'Update Password' tab is selected. The main content area contains a form with the following fields and options:

- Buttons: 'Submit' and 'Cancel'.
- Text: '\* indicates a required field'.
- Section: 'USER ACCOUNT'.
- Field: 'Old Password \*' with a text input box.
- Field: 'Enter New Password \*' with a text input box. Below it, there are two error messages: 'X At least 6 total characters' and 'X Strength  Weak'.
- Field: 'Verify Password \*' with a text input box.
- Field: 'Accessible Mode' with radio buttons for 'Yes' and 'No' (selected).
- Field: 'Email Signature' with a text area. Above it, there is a note: 'Enter your email signature that will be automatically appended to outgoing Campaign Manager emails'.
- Buttons: 'Submit' and 'Cancel' at the bottom.

Click on the "Update Password" tab and follow  
the instructions to update your password

# ELMS for Department Managers

## Adding an Experience

**1. From the Home Page, select "Experiences" in the left-hand menu**

The screenshot shows the ELMS home page. On the left, there is a navigation menu with sections: RECENT (My Account, Experiences, Experiential Learning, Student Records, Reporting), MENU (Home, Calendar, Students, Experiences, Experience Provider, Events, OCR, Communications, Analytics, More), USERS ONLINE (Manager 1), and SUPPORT (Simplicity Help Center, Privacy Policy, Terms of Use). The 'Experiences' item in the MENU section is circled in red, and a red arrow points to it from the text below. The main content area includes a 'Tasks' section with 18 pending employer registrations and 3 pending faculty registrations, a 'Career Fairs' section with an 'Add Career Fair' button, an 'Announcements' section with a welcome message, and a 'Student Engagement' section with a line chart showing various metrics over time.

**2. Click "Add New"**

The screenshot shows the 'Experiences' page in the ELMS system. The page has a header with the BYU logo and a navigation bar with tabs: Experiences, Pending Experiences, Archived Experiences, Detailed Search, Saved Searches, Student Experience Blast, Public Experience Board, and CF Only Experiences. Below the navigation bar is a search bar and a filter icon. The 'Add New' button is circled in red, and a red arrow points to it from the text below. Below the button is a table of existing experiences.

<input type="checkbox"/>	Experience Title ^	ID ^	Location	Experience Provider ^	Contact ^	Applicants
<input type="checkbox"/>	NURS - ICN Conference	19910	Nashville, Tennessee, United States	College of Nursing	Marie Prothero	2
<input type="checkbox"/>	KC-INT Central Europe Internships - Fall	14920	Multiple Locations	German and Russian	Tony Brown	
<input type="checkbox"/>	KC-INT Eurasia: Baltic States and Central Asia - Fall	14937	Multiple Locations	German and Russian	Tony Brown	
<input type="checkbox"/>	KC-Int Latin America: Self Reliance Fall 2025	15225	Multiple Locations	International & Area Studies	Malcom Botto	
<input type="checkbox"/>	KC-INT Seoul, Korea	15283	Nationwide, South Korea	Asian and Near Eastern Language	Julie Damron	
<input type="checkbox"/>	KC-INT Spain Translation Internship: Real Oviedo Fall	15298	Nationwide, Spain	Spanish and Portuguese	Barbara Bonyata	
<input type="checkbox"/>	KC-SA Peru Business Student Exchange Program Fall	15275	Nationwide, Peru	Whitmore Global Business Center	Lisbeth Hopper	

# Adding Experience Details

← [New Experience]

Edit Student Views Faculty Views External URL Tracking

Save & Close Save Close

## EXPERIENCE INFORMATION \* indicates a required field

**Experience Type \*** Select the Experience Type. If unsure, refer to the ExL Type list found on the ELMS Home screen for guidance.

- Campus Engagement
- Culminating Learning Experience
- Field Study/Field Work
- Internship
- Research
- Study Abroad

**College Sponsor \*** Enter the sponsoring college of the experience (This is the college primarily funding the experience).

**Faculty Department/Unit \*** Enter the Department/Unit of the faculty member leading the experience (Sometimes the same as the sponsoring college/department).

**Primary Faculty/Staff Leading the Experience \*** Enter the name of the primary faculty/staff member leading the experience.

**Additional Faculty/Staff** Enter the names of additional faculty or staff leading the experience.

**Semester or Term \*** Select the appropriate work term.  
If the experience won't be completed by the 20th of the month, select the next work term.

**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 that is sponsoring the experience –if there are multiple colleges sponsoring, make sure to include all of them

**5.** Enter the department/unit of the faculty/staff member who will be leading the experience

**6.** Select the name of the faculty/staff leading the experience from the drop down - (If the faculty/staff member is not there, please contact our office)

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

**8.** Select the semester or term when the experience will END – this will ensure student's have finished the experience before they receive their program evaluations.

# Adding Experience Details (cont'd)

Experience Title \*

Enter a unique name for the experience. Be descriptive enough that you will easily recognize the experience in the future.

Ex: TEST - ExL Office

0/60

**9.** Enter the Experience title. Each college has an acronym that should be listed at the very beginning of the experience title to help with sorting. If you are unsure what your acronym is, reach out to our office

Experience Description \*

**B** *I*

**10.** Enter 1-2 sentences for the experience description

Powered by Tiny

Academic Credit

Will the student receive Academic Credit for this experience?

**11.** Specify “yes” or “no” regarding whether the student will be receiving credit for this experience

Number of Openings (skip this field)

This indicates the remaining number of job openings available for this position. If the number of openings is equal to zero, the job will be hidden from students. If you leave this field blank, it will not have any effect on students' visibility.

**12.** Leave the “Number of Openings” field empty.

Location

Most experiences will be entered with “Provo, UT” as the location. When applicable, multiple locations can be selected.

Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as “United States”.

**13.** Enter the location of the experience, or multiple locations can be entered

Resume Receipt (always select accumulate online) \*

How would you like to receive students' application materials?

**E-mail:** Each time a student applies to a position, an email will be sent to this address with the application materials attached.

**Accumulate Online:** Students' application materials will be collected online and contacts may log in to review them.

**Other:** Once selected, enter instructions in the “How to Apply” field. If “Other” is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one “Resume Submission Method” option.

- Email
- Accumulate Online
- Other (enter below)

**14.** Always select “Accumulate Online”

Posting Date \*

Please select the start date of the experience.

2026-02-25



**15.** The posting date and expiration date should be the first and last days of the experience. We understand this may not always be possible, but provide dates or estimates are provided to the best of your knowledge

Expiration Date \*

Please select the last day of the experience.

YYYY-MM-DD



Approved \*

- Yes
- No

**16.** Always select “Yes” for the Approved question

**17.** Click “Save & Close”

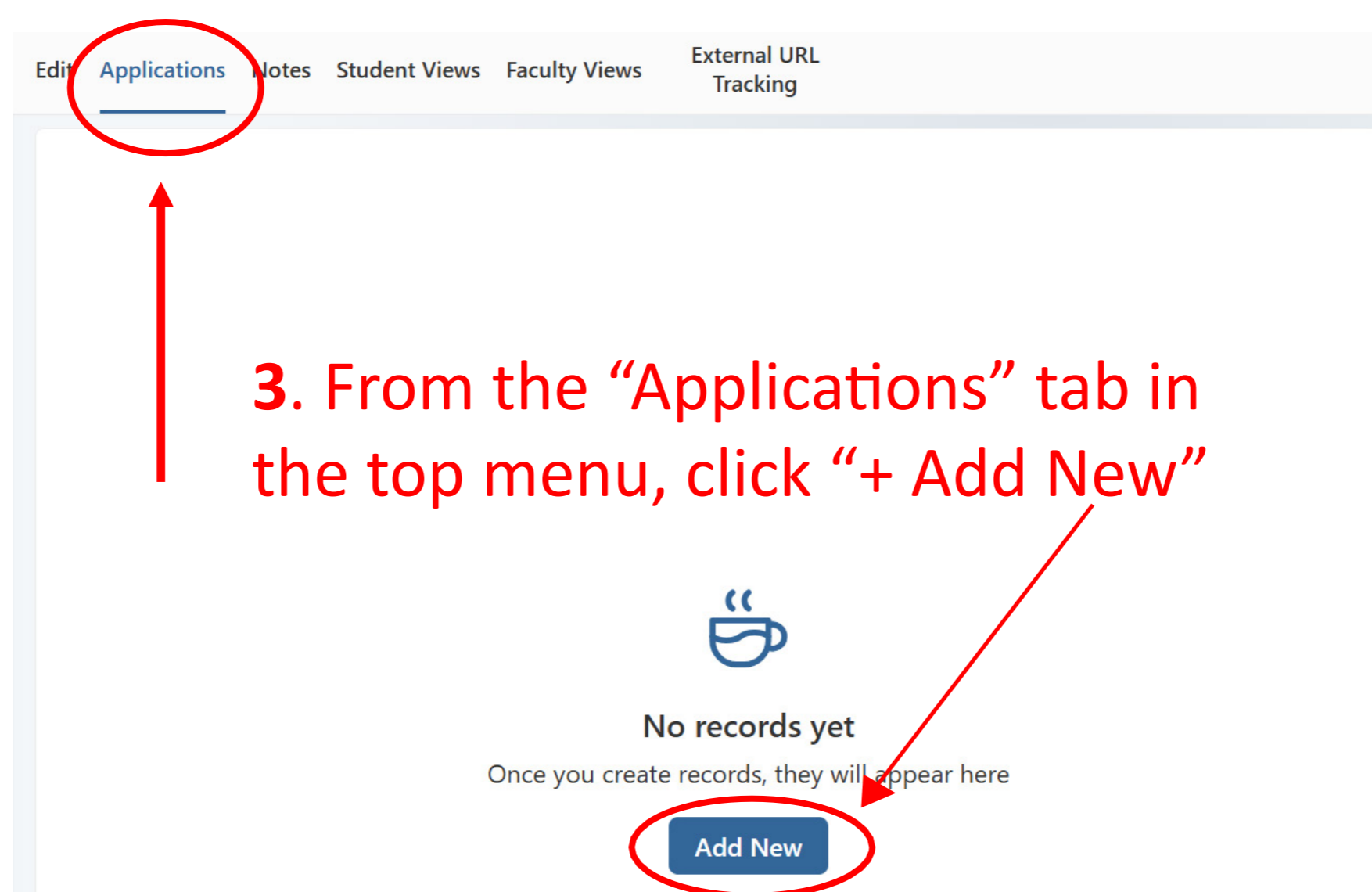
# Placing a Student in an Experience and Adding Funding

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

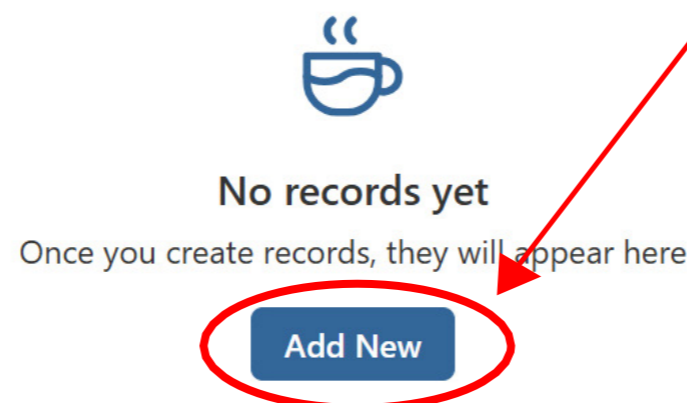
**1. From the Home page, select “Experiences” in the left-hand menu.**

**2. Click on the experience title in which you intend to place the student.**

Experience Title	ID	Location	Experience Provider	Contact
KC-SA National Taiwan Normal University DE	15269		Asian and Near Eastern Language	Yu Liu
<b>TEST - RELED - Jerusalem</b>	17570	Multiple Locations	Church History and Doctrine	Gregory Wilkinson
KC-SA National Chung Hsing University	15236	Nationwide, Taiwan	Asian and Near Eastern Language	Yu Liu
AcadInt - ME EN 199R - NASA - W26	17327	Mississippi, Missouri, United States	Mechanical Engineering	Lisa Barrager
AcadInt - LING 688R - Brigham Young University - W26	17549	Provo, Utah, United States	Linguistics	Nicole La Rai Bay
AcadInt - LING 688R - BYU Linguistics Department - W26	17596	Provo, Utah, United States	Linguistics	Nicole La Rai Bay
AcadInt-PWS199R-Geotechnical and Environmental Services Inc	17498	Las Vegas, Nevada, United States	Plant and Wildlife Sciences	Phil S Allen



3. From the “Applications” tab in the top menu, click “+ Add New”



## Adding A Student

\* indicates a required field

Student \*

Resume

No Resume Found!

Notes

Save & Close

Close

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

5. click “Save & Close”

## How it Should Look in the End

<input type="checkbox"/>	Name ^	Year ^	Docs	Date ^	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank ^	Status for Offer	Placement
<input type="checkbox"/>	TEST Student			Feb 25, 2026, 9:50 AM	Delete				Yes		Offer Accepted Undo Offer Status	View Placement

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

(Follow the same process if multiple students are participating in the same experience)

You’ve successfully added the experience and attached students to it!

[Edit](#)
[Applications](#)
[Notes](#)
[Student Views](#)
[Faculty Views](#)
[External URL Tracking](#)

[Add New](#)
[Actions](#)
1-3 of 3 [Page 1](#)

<input type="checkbox"/>	Name ^	Year ^	Docs	Date ^	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank ^	Status for Offer	Placement
	Symp Test	Senior		Feb 25, 2026, 9:51 AM	<a href="#">Delete</a>	<input type="text"/>			Yes		Limit Reached	
	TEST Student	-		Feb 25, 2026, 9:50 AM	<a href="#">Delete</a>	<input type="text"/>			Yes		Offer Accepted	<a href="#">View Placement</a>
	Test User	-		Feb 25, 2026, 9:51 AM	<a href="#">Delete</a>	<input type="text"/>			Yes		Limit Reached	

This is what it will look like when multiple students have been added into the experience.

# Adding Funding

Under the experiences tab, find your experience and click on its title

KC-SA National Taiwan Normal University DE	15269		Asian and Near Eastern Language	Yu Liu	2	Study Abroad	Jun 22, 2026	Aug 27, 2026	Yes	2026.i Sep
<b>TEST - RELED - Jerusalem</b>	17570	Multiple Locations	Church History and Doctrine	Gregory Wilkinson	3	Internship	Jun 22, 2026	Sep 05, 2026	Yes	2026.h Aug
KC-SA National Chung Hsing University	15236	Nationwide, Taiwan	Asian and Near Eastern Language	Yu Liu	5	Study Abroad	May 30, 2026	Aug 21, 2026	Yes	2026.h Aug

Click "view placement" on the student you would like to add funding to

Name	Year	Docs	Date	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank	Status for Offer	Placement
Addison Claire Yeomans	Sophomore		Jan 15, 2026, 11:09 AM	Delete				Yes		Offer Accepted Undo Offer Status	View Placement
Brooklyn Mary Yeomans	Junior		Feb 24, 2026, 2:02 PM	Delete				Yes		Offer Accepted Undo Offer Status	View Placement
Lia Katherine Gibbons	Junior		Jan 15, 2026, 11:08 AM	Delete				Yes		Offer Accepted Undo Offer Status	View Placement

You will be taken to this page. Scroll down to the bottom where "Funding Information" is listed

Exp. Learning Information

Student \* Gibbons Lia (liakg@byu.edu)

Experience Provider Church History and Doctrine

Experience TEST - RELED - Jerusalem (17570)

Work Term \* 2026.h Aug

ExL Type \*

Completed Program Evaluation  Yes  No

Information Sheet

Start Date YYYY-MM-DD

End Date YYYY-MM-DD

Total Submitted Hours

Attachment(s) + Add Attachment

## Funding Information

Primary College/Dept Providing Funding

Primary Funding -Total Amount

Primary Funding Allocation

Secondary Funding -Total Amount

Secondary Funding Allocation

Tertiary College/Dept Providing Funding

If you know the amount being allocated to the student before the end of the semester, you can enter the "Primary Funding-Total Amount"

0.00

How is this funding being spent?

- Scholarship
- Stipend
- Student Wages
- Travel
- Other
- External Funding

Choose the "Primary Funding Allocation" based on what type of funding it is

0.00

How is this funding being spent?

- Scholarship
- Stipend
- Student Wages
- Travel
- Other
- External Funding

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

If you are adding tertiary funding, follow the same first two steps to insert this funding.

Secondary Funding -Total Amount 200.00

Secondary Funding Allocation

How is this funding being spent?

- Scholarship
- Stipend
- Student Wages
- Travel
- Other
- External Funding

Tertiary College/Dept Providing Funding McKay School of Education/Communication Disorders

Tertiary Funding - Total Amount 540.00

Tertiary Funding Allocation

- Scholarship
- Stipend
- Student Wages
- Travel
- Other
- External Funding

Please note that tertiary funding should only be filled out if secondary funding is filled

Save & Close Save Close Delete

Finish by clicking "Save & Close"