Renewing Local User (Non-UMD) Accounts Using the ELMS Management Tool (EMT)

Using the “Create Local Users” tool, faculty can renew Canvas accounts for users who UMD account is set to expire.

Renewing Non-UMD Accounts

1. **Go** to the main ELMS site at [http://www.elms.umd.edu](http://www.elms.umd.edu).

2. **Click** on the *ELMS Management Tool* link on the navigation bar.

3. **Login** with your directory ID and password.

4. When this menu appears, **click** the *Create Local Users* link.

5. This screen will appear. To view the non-UMD identities you own, click the *Home* button.
6. You will now see your list of non-UMD users. Notice that some of the entries appear in **gold** text. These are the accounts that are set to expire soon. The expiration date is listed next to each account.

You can now choose which of the accounts to renew, and which you will allow to expire. To allow an account to expire, **do nothing**. It will expire on the date indicated.

To renew an account, **click the Renew button** to its right. Renewing an account keeps it active for one calendar year. **NOTE**: You can only renew **one** account at a time.

As you renew accounts, they will appear in an **Actions You Have Submitted** field at the top of the page.

You will receive one confirmation email for each account you renew. **There is no need** to respond to the confirmation email.