



Using Organization IDs with Learners

Learners must have their company's correct Organization ID (or Org ID) attached to their learning record in LOMA's learning system in order to be included in the company's Ed Rep reporting, as well as to obtain accurate pricing.

New Users

A user who does not already have a student record in LOMA's learning system should:

1. Go to learning.loma.org
2. Click CREATE ACCOUNT
3. The Ed Rep must provide the appropriate Org ID to the user for account set up.

Transferring Existing Users Into an Organization

Ed Reps can transfer into their Org any user (i.e., a new employee) who already has a student record in LOMA's learning system.



TIP: Ed Reps MUST have the user's TEST ID in order to transfer the user into the Org.

1. Ed Rep should log in to LOMA's learning system -- learning.loma.org
2. Click Educational Representatives in the top left menu bar
3. On the Manage Users search page, click TRANSFER USER
4. Enter the user's TEST ID, then click SEARCH
5. Confirm the user's correct information appears
6. In the Transfer drop down menu, select the Org ID into which to transfer the user, and click TRANSFER

Transferring Existing Users Out of an Organization

When a learner leaves the company, transfer the user out of your Org to prevent the learner from being included in tracking and reporting for that Org. The user's learning record remains in LOMA's learning system, but will no longer be associated with your Org ID.



TIP: Ed Reps MUST have the user's TEST ID in order to transfer the user out of the Org.

1. Ed Rep should log in to LOMA's learning system -- learning.loma.org
2. Click Educational Representatives in the top left menu bar
3. On the Manage Users search page, click TRANSFER USER
4. Enter the user's TEST ID, then click SEARCH
5. Confirm the user's correct information appears
6. Click REMOVE FROM MY ORGANIZATION
7. Click YES to confirm removal request

Questions? Contact LOMA's Office of the Registrar!

1-800-ASK-LOMA, Option 1

770-984-3761

education@loma.org