On-line Registration Instructions–Register Online at www.olli.uconn.edu!

Go to **www.olli.uconn.edu** to register for your membership and/or classes.
For more detailed Step by Step Registration Instructions, please go to **www.olli.uconn.edu** and click on the blue "On-Line Registration Instructions" image at the right of screen.

1) **Go to www.olli.uconn.edu .**
   Click the red **"Take a Class or Join OLLI Now"** button.

2) **Sign in OR create a new account**
   RETURNING MEMBERS: If you had an OLLI at UConn membership in Fall 2013 and/or Spring 2014, **an account has been created for you. Please do not create a duplicate account.** You will need to access your account prior to registering by following these steps:
   - Please sign in using the account username and password that have been assigned to you
   - Your username is: **firstname.lastname** (e.g. "jane.smith") and your temporary account password is: **uconnolli**.
   - Once signed in, you will be prompted to change your username and password to something that is unique to you. **You'll get an email confirmation of your updated username and password.**

   BRAND NEW MEMBERS: If you are new to OLLI at UConn, please FIRST create a <u>new account</u> by choosing "Create New Account" at the bottom right of the Sign-In Page. After you have created your account and are signed in, click the "Return To Course Catalog" button at upper right of screen to add a membership to your cart.

3) **Add the OLLI at UConn Membership Course to your Shopping Cart.**
   Please skip to the next step (#4) below if you already have a current, active membership! But if your membership has expired, OR you are brand new to OLLI at UConn, please:
   - Make sure you are signed in to your user account (see step 2, above)
   - Select "Membership" from the list of categories on the left of your screen.
   - Click on the Annual Membership for the session you are enrolling in (either Fall or Spring).
   - Click "Add to Cart". Once you are signed in and have a membership in your cart, you may start adding classes to your registration!

4) **Choose your classes.**
   Click the "Return to Course Catalog" button in the upper right hand corner of your shopping cart.
   You are now ready to add individual classes to your schedule!
   Search for courses by Category, and add desired courses to your shopping cart, clicking "Return to Course Catalog" after each course is added to your shopping cart. Repeat this step for each course you would like to add.

   Not seeing the "Add to Cart" button for classes? **One of two steps in the directions above has been missed**. *Remember, you must first Sign In to your user account, and either have a membership in cart or have previously purchased an active membership to see the Add to Cart button for OLLI at UConn classes.*

5) **Review your selections.**
   You may review your class selections by clicking "View Cart" at top right of screen. Before clicking the checkout button, confirm that you have the correct classes and that there is only one class per time-slot chosen.

6) **Submit your order.**
   Select **"Checkout"**. You will then be prompted to fill in the "My Information" section of checkout. Please fill in the requested information, and then proceed to the billing information section. Be sure the person paying has his/her information in the payee section of the checkout. Once you submit your order, you will receive a receipt and an email confirmation. Please review and make sure it reflects what you intended to order. If you made an error while registering, or need assistance at any time, please call our office at 203-236-9924/9925.