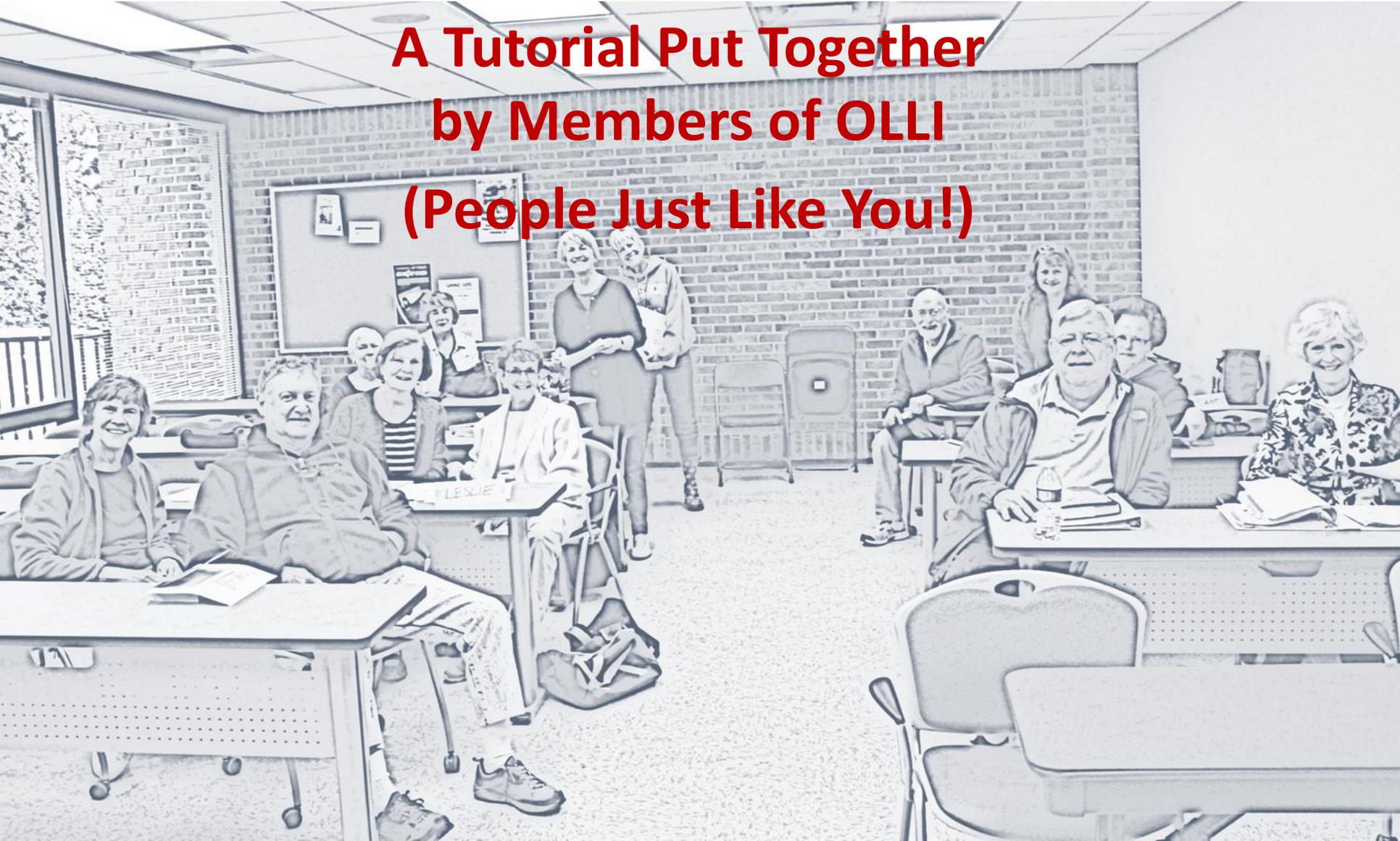


# ONLINE OLLI REGISTRATION

**A Tutorial Put Together  
by Members of OLLI  
(People Just Like You!)**



# TO BEGIN

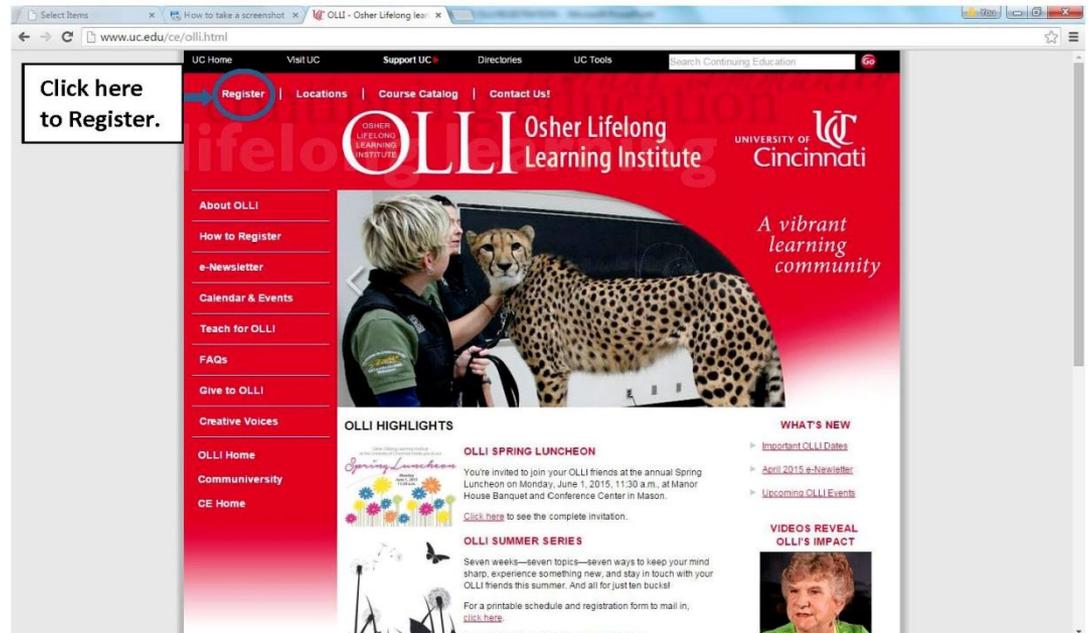
- **Subscription:** Pertains to payment to register for OLLI classes (membership).
- **Registration:** Can be done online. Each individual must have a unique e-mail address and a unique account.
- Registration can be facilitated by following the instructions that follow.

## STEP 1:

Begin the process by going to [www.uc.edu/ce/olli](http://www.uc.edu/ce/olli). The website will come up on your screen.

In the upper left hand corner of the Home Page click on **Register**.

**TIP:** You can find lots of other useful things on the OLLI website including information about teaching classes, dates for upcoming events, the latest e-Newsletter, a form to donate to Friends of OLLI, and other OLLI news.



The screenshot shows a web browser window displaying the OLLI website. The browser's address bar shows the URL [www.uc.edu/ce/olli.html](http://www.uc.edu/ce/olli.html). The website has a red header with navigation links: "Register", "Locations", "Course Catalog", and "Contact Us". The "Register" link is circled in blue. Below the header is a large banner image of a woman interacting with a cheetah, with the text "A vibrant learning community" and the OLLI logo. A sidebar on the left contains a menu with items like "About OLLI", "How to Register", "e-Newsletter", "Calendar & Events", "Teach for OLLI", "FAQs", "Give to OLLI", "Creative Voices", "OLLI Home", "Communitarity", and "CE Home". The main content area features "OLLI HIGHLIGHTS" with sections for "Spring Luncheon" and "OLLI SUMMER SERIES", and a "WHAT'S NEW" section with links to "Important OLLI Dates", "April 2015 e-Newsletter", and "Upcoming OLLI Events". A "VIDEOS REVEAL OLLI'S IMPACT" section is also visible at the bottom right.

## STEP 2:

Click on the word **Login** in the shaded box at the top left.

**Continuing Education** *enrich* UNIVERSITY OF Cincinnati

**Login** ← Click a Category to Get Started

00 Subscriptions  
25 Adath Israel MO Sampler  
26 Adath Israel TU Sampler  
27 Adath Israel TH Sampler  
28 Adath Israel MO 9am  
29 Adath Israel MO 10:35am  
30 Adath Israel MO 1pm  
31 Adath Israel MO 2:35pm  
32 Adath Israel TU 9am  
33 Adath Israel TU 10:35am  
34 Adath Israel TU 1pm  
35 Adath Israel TU 2:35pm  
36 Adath Israel TH 9am  
37 Adath Israel TH 10:35am  
38 Adath Israel TH 1pm  
39 Adath Israel TH 2:35pm  
40 TUC TU 9am  
41 TUC TU 10:35am  
42 TUC TU 1:30pm  
43 TUC TH 9am  
44 TUC TH 10:35am  
45 TUC TH 1:30pm  
48 TUC TU Brown Bag  
49 TUC TH Brown Bag  
50 Weds W@Ws at Summers Fr

Search for Course by:  
Course Title   
Search  
Go to Shopping Cart

LIKE US ON facebook

**Welcome to the OLLI registration system!**

Follow these instructions step-by-step to register.  
Please print them for reference as you go through the process.

**Registration for Spring 2015 is now open.**

**NEW & IMPROVED!** You can now register for your membership and classes in one transaction. See the new, easier instructions below.

1. **LOGIN.** Click <Login> in the shaded box at top left. If you are a new member, follow the instructions to <Create a New Account.> All others, login with email address. Each person must have an individual account and email address and register separately.

**IF YOU ARE NOT SEEING ANY CLASSES/MEMBERSHIPS OFFERED WHEN YOU FOLLOW THE DIRECTIONS BELOW, HERE'S WHAT TO DO--AND YOU WILL HAVE TO DO THIS FOR EACH CATEGORY YOU SELECT FROM THE SHADED MENU BOX. IN THE WHITE PART OF THE SCREEN NEAR THE TOP AND JUST UNDER WHERE IT SAYS "SELECT ITEMS" IN BOLD, LOOK FOR A BOX THAT SAYS Term: (SELECT). CLICK ON THE LITTLE TRIANGLE/DOWN ARROW . CLICK ON SPRING 2015. CLICK [GO] IN THE LITTLE BOX JUST TO THE RIGHT. THIS WILL REVEAL THE SPRING CLASSES IN THAT CATEGORY**

## STEP 3:

If you are a new member, follow the instructions to **Create a New Account**.

All others, login with email address and password. Each person must have an individual account and email address and register separately.

Click on the **Login** button below after you have entered your information.

**TIP:** If you are not a new member but have previously registered through the office, enter your email address and click I forgot my password. It will be emailed to you immediately.

**TIP:** You will know you are logged in successfully if the word **Login** in the shaded box at upper left changes to **Logoff**.

The screenshot shows the 'Continuing Education' page for the University of Cincinnati. On the left is a vertical navigation menu with a shaded 'Login' button at the top. The menu items include '00 Subscriptions', '25 Adath Israel MO Sampler', '26 Adath Israel TU Sampler', '27 Adath Israel TH Sampler', '28 Adath Israel MO 9am', '29 Adath Israel MO 10:35am', '30 Adath Israel MO 1pm', '31 Adath Israel MO 2:35pm', '32 Adath Israel TU 9am', '33 Adath Israel TU 10:35am', '34 Adath Israel TU 1pm', '35 Adath Israel TU 2:35pm', '36 Adath Israel TH 9am', '37 Adath Israel TH 10:35am', '38 Adath Israel TH 1pm', '39 Adath Israel TH 2:35pm', '40 TUC TU 9am', '41 TUC TU 10:35am', '42 TUC TU 1:30pm', '43 TUC TH 9am', '44 TUC TH 10:35am', '45 TUC TH 1:30pm', '48 TUC TU Brown Bag', and '49 TUC TH Brown Bag'. The main content area is titled 'Login Information' and contains a list of bullet points: 'We invite you to browse the topics to the left at any time.', 'When you decide what you'd like to take, Log In to register/pay for the class. (You may not attend classes until you pay for them: we cannot "hold" spaces.)', 'Sign up early to ensure course availability.', and 'Check our FAQs for important registration policies.' Below this is a 'Login' section with the text 'If you have an account, enter your e-mail address and password combination and click Login.' It features input fields for 'Email Address' and 'Password', a 'Remember my login information' checkbox, a 'Login' button, and a link for 'I forgot my password'. A red oval highlights the login form area. At the bottom, there is a 'Create New Account' section with the text 'If you do not have an account, please click here: [Create a New Account](#).' and a note: 'Make a note of the e-mail/password combination you are using for this account. You will use this same combination each time you register for classes.' The URL at the bottom of the page is 'https://webapps2.uc.edu/cmrs/olli/Secure.aspx/Login'.

## STEP 4:

Now that you are logged in, take a look at the list of categories and time slots in the left hand column. It is in the shaded gray area.

**TIP:** Just under *Logoff*, you will see selections that let you **View My Class History** (which will show all classes you have registered for) and **Maintain Profile** (where you can update your name, address, and phone number or change your password. To change your email address, you must call the office at 513-556-9186).

**Continuing Education** enrich UNIVERSITY OF CINCINNATI

Search for Course by:  
Course Title   
Search   
[Go to Shopping Cart](#)

← **Click a Category to Get Started**  
**GRAY COLUMN SHOWS CLASS DAYS, TIMES, AND LOCATIONS**

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**Welcome to the OLLI registration system!**  
Follow these instructions step-by-step to register.  
Please print them for reference as you go through the process.

**Registration for Spring 2015 is now open.**

**NEW & IMPROVED!** You can now register for your membership and classes in one transaction. See the new, easier instructions below.

1. **LOGIN.** Click <Login> in the shaded box at top left. If you are a new member, follow the instructions to <Create a New Account.> All others, login with email address. Each person must have an individual account and email address and register separately.

**IF YOU ARE NOT SEEING ANY CLASSES/MEMBERSHIPS OFFERED WHEN YOU FOLLOW THE DIRECTIONS BELOW, HERE'S WHAT TO DO--AND YOU WILL HAVE TO DO THIS FOR EACH CATEGORY YOU SELECT FROM THE SHADED MENU BOX. IN THE WHITE PART OF THE SCREEN NEAR THE TOP AND JUST UNDER WHERE IT SAYS "SELECT ITEMS" IN BOLD, LOOK FOR A BOX THAT SAYS Term: (SELECT). CLICK ON THE LITTLE TRIANGLE/DOWN ARROW . CLICK ON SPRING 2015. CLICK [GO] IN THE LITTLE BOX JUST TO THE RIGHT. THIS WILL REVEAL THE SPRING CLASSES IN THAT CATEGORY**

Logoff  
View My Class History  
Maintain Profile  
00 Subscriptions  
25 Adath Israel MO Sampler  
26 Adath Israel TU Sampler  
27 Adath Israel TH Sampler  
28 Adath Israel MO 9am  
29 Adath Israel MO 10:35am  
30 Adath Israel MO 1pm  
31 Adath Israel MO 2:35pm  
32 Adath Israel TU 9am  
33 Adath Israel TU 10:35am  
34 Adath Israel TU 1pm  
35 Adath Israel TU 2:35pm  
36 Adath Israel TH 9am  
37 Adath Israel TH 10:35am  
38 Adath Israel TH 1pm  
39 Adath Israel TH 2:35pm  
40 TUC TU 9am  
41 TUC TU 10:35am  
42 TUC TU 1:30pm  
43 TUC TH 9am  
44 TUC TH 10:35am  
45 TUC TH 1:30pm  
46 TUC TH 2:35pm

## STEP 4 (continued):

This menu contains the locations, day, and time of classes. Select the location, day and time that you wish to attend a class, and click on that line to get the actual class registration started.

**TIP:** If you want to work from the entire list of offerings in numerical order, look for the **Search** box in the upper right just below the UC logo. Click in the blank box below the box where it says **Course Title**. Don't type anything. Just hit the **Enter** key on your keyboard (or **GO** on your handheld electronic device). If you take a lot of classes, this will save you time.

**Continuing Education** *enrich* UNIVERSITY OF CINCINNATI

← Click a Category to Get Started

Search for Course by:  
Course Title   
Search   
[Go to Shopping Cart](#)

Logoff  
View My Class History  
Maintain Profile  
00 Subscriptions  
25 Adath Israel MO Sampler  
26 Adath Israel TU Sampler  
27 Adath Israel TH Sampler  
28 Adath Israel MO 9am  
**29 Adath Israel MO 10:35am**  
30 Adath Israel MO 1pm  
31 Adath Israel MO 2:35pm  
32 Adath Israel TU 9am  
33 Adath Israel TU 10:35am  
34 Adath Israel TU 1pm  
35 Adath Israel TU 2:35pm  
36 Adath Israel TH 9am  
37 Adath Israel TH 10:35am  
38 Adath Israel TH 1pm  
39 Adath Israel TH 2:35pm  
40 TUC TU 9am  
41 TUC TU 10:35am  
42 TUC TU 1:30pm  
43 TUC TH 9am  
44 TUC TH 10:35am  
45 TUC TH 1:30pm  
46 TUC TH 2:35pm

LIKE US ON facebook

**Welcome to the OLLI registration system!**  
[Click on these instructions step by step to register.](#)

Please print them for reference as you go through the process.

**Registration for Spring 2015 is now open.**

**NEW & IMPROVED!** You can now register for your membership and classes in one transaction. See the new, easier instructions below.

1. **LOGIN.** Click <Login> in the shaded box at top left. If you are a new member, follow the instructions to <Create a New Account.> All others, login with email address. Each person must have an individual account and email address and register separately.

**IF YOU ARE NOT SEEING ANY CLASSES/MEMBERSHIPS OFFERED WHEN YOU FOLLOW THE DIRECTIONS BELOW, HERE'S WHAT TO DO--AND YOU WILL HAVE TO DO THIS FOR EACH CATEGORY YOU SELECT FROM THE SHADED MENU BOX. IN THE WHITE PART OF THE SCREEN NEAR THE TOP AND JUST UNDER WHERE IT SAYS "SELECT ITEMS" IN BOLD, LOOK FOR A BOX THAT SAYS Term: (SELECT). CLICK ON THE LITTLE TRIANGLE/DOWN ARROW . CLICK ON SPRING 2015. CLICK [GO] IN THE LITTLE BOX JUST TO THE RIGHT. THIS WILL REVEAL THE SPRING CLASSES IN THAT CATEGORY**

Example: Click here for a list of classes that meet at Adath Israel on Mondays at 10:35am.

## STEP 5:

After you have made your selection, a new heading, **Select Items**, will appear near the left upper corner of the page.

If the courses you are looking for do not appear, you will need to follow the directions below:

Below the **Select Items** heading is a small box labeled **Term**. That box identifies the fall, winter, spring, or summer term. If the correct term is not specified, use the drop-down arrow in the box to select the correct term. Now click on **Go** in the small gray box just to the right of the **Term** box. The courses offered for that category should then display.

In some cases, you may have to select the term for each location, day, and time choice.

**Continuing Education** *enrich* UNIVERSITY OF Cincinnati

**Select Items**

Term: Spring 2015  6 classes found

[Add To Shopping Cart](#) [Go to Shopping Cart](#)

**2900 THE COLOR OF WATER**  
6-WEEK COURSE: Mar. 30–May 4 CLASS LIMIT: 22 Enjoy this riveting story that begins in 1942 when an Orthodox Jewish woman marries an African American man. Learn about the family's struggle for acceptance as they struggle to find a place to belong among the two communities. Marvel at the successes of her 12 children. Intergrated in the class discussion will be a review of the civil rights movement during relevant time periods. Moderator: Barbara Solomon has been a lifelong teacher and lover of history. Because she taught in a Columbus inner-city school during the 1970s, she has some firsthand knowledge of the struggle to integrate our schools.

**2901 MUSIC OF THE GREATEST COMPOSERS OF ALL TIMES**  
We will listen to and discuss the music of the great composers: Bach, Beethoven, Chopin, etc. Included will be biographical details and the general evolution of music from the Baroque to the 20th century. Moderator: Cliff Pleatman is a retired physician who has played piano for 50 years and listened to and studied music throughout his life. Music is his passion. He studied piano with concert pianist Sergei Polusmiak.

**2902 BEGINNER HATHA YOGA**  
A first step into Hatha Yoga and Yoga Philosophy. Participants will take home a yoga asana (posture/poses) practice as well as pranayama (breathwork) and meditation. Moderator: Pamela Brown, 200 hour RYT, Yoga Therapist level one, Trauma Sensitive Yoga Therapist level one.

**2903 PRESIDENTIAL PERFORMANCE**

<https://webapps2.uc.edu/cmrs/olli/StudentHome.aspx/Search?CategoryID=107>

## STEP 6:

Course selections for the location, day, and time will appear on the page. Decide in which class you would like to participate, and click on **View Dates**.

The screenshot shows the 'Continuing Education' page for the University of Cincinnati. The page has a red header with the 'enrich' logo and the University of Cincinnati logo. On the left is a navigation menu with options like 'Logoff', 'View My Class History', and a list of Adath Israel classes. The main content area is titled 'Select Items' and shows a search for 'Spring 2015' with 6 classes found. Three classes are listed: 2900 THE COLOR OF WATER, 2901 MUSIC OF THE GREATEST COMPOSERS OF ALL TIMES, and 2902 BEGINNER HATHA YOGA. Each class entry includes a description and a 'View Dates' button. Blue arrows and circles highlight the 'View Dates' buttons and the search criteria.

**Continuing Education** *enrich* UNIVERSITY OF Cincinnati

**Select Items**

Term:

6 classes found

[Add To Shopping Cart](#) [Go to Shopping Cart](#)

**2900 THE COLOR OF WATER**

6-WEEK COURSE: Mar. 30–May 4 CLASS LIMIT: 22 Enjoy this riveting story that begins in 1942 when an Orthodox Jewish woman marries an African American man. Learn about the family's struggle for acceptance as they struggle to find a place to belong among the two communities. Marvel at the successes of her 12 children. Intergrated in the class discussion will be a review of the civil rights movement during relevant time periods. Moderator: Barbara Solomon has been a lifelong teacher and lover of history. Because she taught in a Columbus inner-city school during the 1970s, she has some firsthand knowledge of the struggle to integrate our schools.

**2901 MUSIC OF THE GREATEST COMPOSERS OF ALL TIMES**

We will listen to and discuss the music of the great composers: Bach, Beethoven, Chopin, etc. Included will be biographical details and the general evolution of music from the Baroque to the 20th century. Moderator: Cliff Pleatman is a retired physician who has played piano for 50 years and listened to and studied music throughout his life. Music is his passion. He studied piano with concert pianist Sergei Polusmiak.

**2902 BEGINNER HATHA YOGA**

A first step into Hatha Yoga and Yoga Philosophy. Participants will take home a yoga asana (posture/poses) practice as well as pranayama (breathwork) and meditation. Moderator: Pamela Brown, 200 hour RYT, Yoga Therapist level one, Trauma Sensitive Yoga Therapist level one.

**2903 PRESIDENTIAL PERFORMANCE**

<https://webapps2.uc.edu/cmrs/olli/StudentHome.aspx?Search?CategoryID=107>

## STEP 6 (continued)

Just below the course description box, another box will appear that provides location and times for the course and a small check box marked **Select** or, if the course is full, **Wait List**.

If you wish to be registered for the class, click on the **Select** box. If the course is already filled, you may check **Wait List**.

You may register for only one course in any one time slot.

The screenshot shows the University of Cincinnati Continuing Education website. The header features the text "Continuing Education" and the University of Cincinnati logo. A sidebar on the left lists various course options, including "Adath Israel" and "TUC TU" courses. The main content area is titled "Select Items" and shows a search for "Spring 2015" with 6 classes found. A blue callout box points to the "Select" and "Wait List" buttons for course 2900, with the text: "To register for this program, click 'Select.' If program is full, you may click 'Wait List.'" Course 2900 is titled "2900 THE COLOR OF WATER" and is a 6-week course. Course 2901 is titled "2901 MUSIC OF THE GREATEST COMPOSERS OF ALL TIMES" and course 2902 is titled "2902 BEGINNER HATHA YOGA".

**Continuing Education** 

Logoff  
View My Class History  
Maintain Profile  
00 Subscriptions  
25 Adath Israel MO Sampler  
26 Adath Israel TU Sampler  
27 Adath Israel TH Sampler  
28 Adath Israel MO 9am  
29 Adath Israel MO 10:35am  
30 Adath Israel MO 1pm  
31 Adath Israel MO 2:35pm  
32 Adath Israel TU 9am  
33 Adath Israel TU 10:35am  
34 Adath Israel TU 1pm  
35 Adath Israel TU 2:35pm  
36 Adath Israel TH 9am  
37 Adath Israel TH 10:35am  
38 Adath Israel TH 1pm  
39 Adath Israel TH 2:35pm  
40 TUC TU 9am  
41 TUC TU 10:35am  
42 TUC TU 1:30pm  
43 TUC TH 9am  
44 TUC TH 10:35am  
45 TUC TH 1:30pm  
46 TUC TH Brown Bldg

**Select Items**

Term:

6 classes found

[Add To Shopping Cart](#) [Add To Shopping Cart](#)

**2900 THE COLOR OF WATER**

6-WEEK COURSE: Mar. 30-May 4 CLASS LIMIT: 22 Enjoy this riveting story that begins in 1942 when an Orthodox Jewish woman marries an African American man. Learn about the family's struggle for acceptance as they struggle to find a place to belong among the two communities. Marvel at the successes of her 12 children. Intergrated in the class discussion will be a review of the civil rights movement during relevant time periods. Moderator: Barbara Solomon has been a lifelong teacher and lover of history. Because she taught in a Columbus inner-city school during the 1970s, she has some firsthand knowledge of the struggle to integrate our schools.

	Select	Wait List
Mon; 10:35 AM - 12:00 PM; 3/30/2015 - 5/4/2015 (6 weeks) , \$0.00 , Course # 2900 <b>Location:</b> Adath Israel classroom assignments available in lobby of education wing.	<input type="checkbox"/>	<input type="checkbox"/>

**2901 MUSIC OF THE GREATEST COMPOSERS OF ALL TIMES**

We will listen to and discuss the music of the great composers: Bach, Beethoven, Chopin, etc. Included will be biographical details and the general evolution of music from the Baroque to the 20th century. Moderator: Cliff Pleatman is a retired physician who has played piano for 50 years and listened to and studied music throughout his life. Music is his passion. He studied piano with concert pianist Sergei Polusmiak.

**2902 BEGINNER HATHA YOGA**

A first step into Hatha Yoga and Yoga Philosophy. Participants will take home a

## STEP 7

After you have made your selection by clicking **Select** or **Wait List**, scroll down to the bottom of the page and click on **Add to Shopping Cart**.

49 UO TH Brown Bag  
50 Weds WOWs at Sycamore Sr Ctr  
60 FAB Fridays at Llanfair  
70 Spring Grove Cemetery  
80 Other Locations  
85 Extra Treats

meditation. Moderator: Pamela Brown, 200 hour RYT, Yoga Therapist level one, Trauma Sensitive Yoga Therapist level one.

### 2903 PRESIDENTIAL PERFORMANCE

CLASS LIMIT: 25 One's style, world view, and personality shape performance in the White House. These affect and are affected by public opinion, economic conditions, and security issues. Moderator: Dennis O'Keefe, PhD, political science, experienced professor of American politics. [View Dates](#)

### 2904 PEOPLE IN POETRY

CLASS LIMIT: 25 Gain insight into your life as you reflect on universal experiences of memorable characters created by Shakespeare, Milton, Dickinson, Robinson, Frost, Hughes, Collins, Olds, and others. What do characters in poetry show us about human relationships and the challenges and possibilities we face in our journeys through life? How have others coped with the changing world, an aging body, raising children, or experiencing injustice, disillusionment, loss, death, and war? What insight into ourselves and society do we gain from reading about others' experiences? Poems will be read and interpreted in class and then related to our lives and society. Moderator: Kathy Richardson taught English and history and served as an administrator at Seven Hills School for 42 years. She also taught in Wuhan, China, in 1982. Now she volunteers with Cincinnati-Liuzhou Sister Cities committee, reads for Radio Reading Services, and takes and teaches courses at OLLI. [View Dates](#)

### 2905 TAROT—A STUDY OF THE COURT CARDS AND THE MINOR ARCANAS

CLASS LIMIT: 15 Emphasis on the Tarot Court and numbered cards from a variety of vintage and modern decks with a focus on symbolism, artistic design, and interpretive techniques. Recommended text: 78 Degrees of Wisdom by Rachel Pollack (\$15, Amazon.com). Moderator: Donata Glassmeyer, MA, English literature, UC. Additional studies in Jungian archetypes and cross-cultural symbolism. [View Dates](#)

Once You have selected a class, go to the bottom of the SAME page and click "Add to Shopping Cart."

[Add To Shopping Cart](#)

[Go to Shopping Cart](#)

OLLI, University of Cincinnati

Administration Bldg, Suite 207, UC Victory Pkwy Campus,

PO Box 210093, Cincinnati, Ohio 45221-0093

Call us at: 513-556-9186; Fax: 513-556-0873

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## STEP 7 (continued)

This will take you to a new screen called **Shopping Cart**.

From here, you may continue to **Add Another Class** by following steps 4 through 7.

**TIP:** If you have made a mistake in your **Shopping Cart**, click in the box to the far right of the mistaken entry that is labeled **Remove Class**, then click **Recalculate Shopping Cart** at the bottom of the screen.

The screenshot shows the 'Shopping Cart' page for the University of Cincinnati Continuing Education. The page header includes the university logo and the text 'Continuing Education'. The main content area is titled 'Shopping Cart' and displays user information: Last Name: Testcase, First Name: Olli, Phone: 513-555-5555. Below this is a 'Pending Schedule' section with a table of classes. The table has columns for 'Classes you are registering for:', 'Registrations', 'Base Fee', 'No Discount', 'Total Cost', and 'Remove Class'. One class is listed: '3108 Cincinnati Reds' with 1 registration, a base fee of \$0.00, and a total cost of \$0.00. Below the table, there is a 'Student E-mail(s)' field with the email 'o6415@uc.edu'. At the bottom right, there are three buttons: 'Recalculate Shopping Cart', 'Add Another Class', and 'Checkout and Complete Registration'. A callout box with a blue arrow points to the 'Add Another Class' button, containing the text 'Click here to Add Another Class.'

Classes you are registering for:	Registrations	Base Fee	No Discount	Total Cost	Remove Class
3108 Cincinnati Reds Mon: 2:35 PM - 4:00 PM; 3/30/2015 - 5/18/2015; \$0.00, #3108-0000 Location: Adath Israel classroom assignments available in lobby of education wing.	1	X (\$0.00	-\$0.00	) = \$0.00	<input type="checkbox"/>
				Total:	\$0.00

## STEP 8

When you have selected all the courses you want and have added them all to the Shopping Cart, you must purchase a membership by clicking **Add Another Class** from your Shopping Cart to go back to the **Select Items** screen.

- A. Click **00 Subscriptions** in the shaded menu on the left of the screen.
- B. Click **View Dates** and then click **Select**.
- C. Click **Add to Shopping Cart**.

The screenshot shows a web browser window with the URL <https://webapps2.uc.edu/cms/olli/StudentHome.aspx/Search?CategoryID=40>. The page header features the University of Cincinnati logo and the text "Continuing Education".

On the left side, there is a shaded menu with the following items:

- Logoff
- View My Class History
- Maintain Profile
- 00 Subscriptions** (highlighted with callout box A)
- 25 Adath Israel MO Sampler
- 26 Adath Israel TU Sampler
- 27 Adath Israel TH Sampler
- 28 Adath Israel MO 9am
- 29 Adath Israel MO 10:35am
- 30 Adath Israel MO 1pm
- 31 Adath Israel MO 2:35pm
- 32 Adath Israel TU 9am
- 33 Adath Israel TU 10:35am
- 34 Adath Israel TU 1pm
- 35 Adath Israel TU 2:35pm
- 36 Adath Israel TH 9am
- 37 Adath Israel TH 10:35am
- 38 Adath Israel TH 1pm
- 39 Adath Israel TH 2:35pm
- 40 TUC TU 9am
- 41 TUC TU 10:35am
- 42 TUC TU 1:30pm
- 43 TUC TH 9am
- 44 TUC TH 10:35am
- 45 TUC TH 1:30pm
- 48 TUC TU Brown Bag
- 49 TUC TH Brown Bag
- 50 Weds WOWs at Sycamore Sr Ctr

The main content area is titled "Select Items". It includes a "Term:" dropdown set to "Spring 2015" and a "Go" button. Below this, it states "2 classes found" and provides "Add To Shopping Cart" and "Go to Shopping Cart" links.

Two membership options are listed:

- ANNUAL MEMBERSHIP 2014-15**: Includes a warning "DO NOT PURCHASE THIS MEMBERSHIP LEVEL DURING WINTER OR SPRING 2015!" and a "View Dates" button.
- SPRING 2015 MEMBERSHIP**: Includes a note "For a single membership fee of \$85, you may enroll in as many classes as you like during the spring 2015 quarter." and a "Hide Dates" button.

Below the membership options is a "Select" button. A table lists a selected item: "3/30/2015 - 5/29/2015 (8 weeks), \$85.00, Course # 9608". A checkbox next to this item is checked (callout box B). Below the table are "Add To Shopping Cart" and "Go to Shopping Cart" links. Callout box C points to the "Add To Shopping Cart" link.

**TIP:** From the **Select Items** page, you can find and review your **Shopping Cart** by clicking **Go To Shopping Cart** in the lower right corner.

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** <https://webapps2.uc.edu/cms/oll/StudentHome.aspx/Search?CategoryID=107>
- Left Sidebar (Select Items):**
  - 49 TUC TH Brown Bag
  - 50 Weds WOWs at Sycamore Sr Ctr
  - 60 FAB Fridays at Llanfair
  - 70 Spring Grove Cemetery
  - 80 Other Locations
  - 85 Extra Treats
- Main Content Area:**
  - 2903 PRESIDENTIAL PERFORMANCE**  
CLASS LIMIT: 25 One's style, world view, and personality shape performance in the White House. These affect and are affected by public opinion, economic conditions, and security issues. Moderator: Dennis O'Keefe, PhD, political science, experienced professor of American politics. [View Dates](#)
  - 2904 PEOPLE IN POETRY**  
CLASS LIMIT: 25 Gain insight into your life as you reflect on universal experiences of memorable characters created by Shakespeare, Milton, Dickinson, Robinson, Frost, Hughes, Collins, Olds, and others. What do characters in poetry show us about human relationships and the challenges and possibilities we face in our journeys through life? How have others coped with the changing world, an aging body, raising children, or experiencing injustice, disillusionment, loss, death, and war? What insight into ourselves and society do we gain from reading about others' experiences? Poems will be read and interpreted in class and then related to our lives and society. Moderator: Kathy Richardson taught English and history and served as an administrator at Seven Hills School for 42 years. She also taught in Wuhan, China, in 1982. Now she volunteers with Cincinnati-Luzhou Sister Cities committee, reads for Radio Reading Services, and takes and teaches courses at OLLI. [View Dates](#)
  - 2905 TAROT--A STUDY OF THE COURT CARDS AND THE MINOR ARCANA**  
CLASS LIMIT: 15 Emphasis on the Tarot Court and numbered cards from a variety of vintage and modern decks with a focus on symbolism, artistic design, and interpretive techniques. Recommended text: 78 Degrees of Wisdom by Rachel Pollack (\$15, Amazon.com). Moderator: Donata Glassmeyer, MA, English literature, UC. Additional studies in Jungian archetypes and cross-cultural symbolism. [View Dates](#)
- Bottom Red Banner:**
  - OLLU, University of Cincinnati
  - Administration Bldg, Suite 207, UC Victory Pkwy Campus,
  - PO Box 210093, Cincinnati, Ohio 45221-0093
  - Call us at: 513-556-9186; Fax: 513-556-0873
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- Navigation:** A blue arrow points from the text "To review everything in your shopping cart, click Go to Shopping Cart" to a button labeled "Go to Shopping Cart" which is circled in blue.

## STEP 9:

When you are satisfied with your selections in the **Shopping Cart**, do not forget to click on **Checkout and Complete Registration**.

*If you forget this step, all your educational plans and hard work will go down the drain!*

Shopping Cart

Continuing Education

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Last Name: Testcase First Name: Olli Phone: 513-555-5555

Pending Schedule

If Pending Schedule is correct, scroll down to Pay for Classes and Complete Registration

Classes you are registering for:	Registrations	Base Fee	No Discount	Total Cost	Remove Class
<b>3108 Cincinnati Reds</b> Mon; 2:35 PM - 4:00 PM; 3/30/2015 - 5/18/2015; \$0.00, #3108-0000 Location: Adath Israel classroom assignments available in lobby of education wing. Student E-mail(s) + o6415@uc.edu	1	X (\$0.00	- \$0.00	) = \$0.00	<input type="checkbox"/>
<b>Spring 2015 Membership</b> ; - - - ; 3/30/2015 - 5/29/2015; \$85.00, #9608-0000 Location: Student E-mail(s) + o6415@uc.edu	1	X (\$85.00	- \$0.00	) = \$85.00	<input type="checkbox"/>
				<b>Total: \$85.00</b>	

Recalculate Shopping Cart

Add Another Class

Checkout and Complete Registration

## STEP 10

This will take you to the **Enroll Student – Payment** screen.

Complete your credit card information. Click **Submit Payment** at the bottom of the screen.

You will receive an email almost immediately with your confirmed schedule. The email comes from **olli**, and the subject line reads **Class Enrollment Confirmation**.

**TIP:** If your email does not arrive within five minutes, login and check **View My Class History** (just under Logoff in the shaded menu box). If your classes are there, you are enrolled. If they are not there, you are not enrolled. If you are not enrolled, you may try again or call the office for assistance: 513-556-9186.

Enroll Student - Payment

Logoff  
View My Class History  
Maintain Profile  
00 Subscriptions  
25 Adath Israel MO Sampler  
26 Adath Israel TU Sampler  
27 Adath Israel TH Sampler  
28 Adath Israel MO 9am  
29 Adath Israel MO 10:35am  
30 Adath Israel MO 1pm  
31 Adath Israel MO 2:35pm  
32 Adath Israel TU 9am  
33 Adath Israel TU 10:35am  
34 Adath Israel TU 1pm  
35 Adath Israel TU 2:35pm  
36 Adath Israel TH 9am  
37 Adath Israel TH 10:35am  
38 Adath Israel TH 1pm  
39 Adath Israel TH 2:35pm  
40 TUC TU 9am  
41 TUC TU 10:35am  
42 TUC TU 1:30pm  
43 TUC TH 9am  
44 TUC TH 10:35am  
45 TUC TH 1:30pm  
48 TUC TU Brown Bag  
49 TUC TH Brown Bag  
50 Weds WOWs at Sycamore Sr Ctr

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Enroll Student - Payment

Last Name: Testcase First Name: Olli Phone: 513-555-5555

Total Amount Paid: \$85.00

Fields marked with an asterisk \* are required

**Credit Card Payment Information**

\* Cardholder's Name Olli Testcase as shown on card

\* Cardholder's Address 123 Main St.

\* Cardholder's City Cincinnati

\* Cardholder's State OH

\* Cardholder's Zip/Postal Code 45200 (#### or #####-####)

\* Cardholder's Phone 513-555-5555 (999-999-9999)

\* Cardholder's Email o5415@uc.edu

\* Credit Card Type Visa

\* Credit Card Number 4444444444444444 (no spaces or dashes)

\* Expiration Date 04 | Month 2024 | Year

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# CONGRATULATIONS!

We'll see you in class!

