

University of Cincinnati OLLI Registration System

QUICK START INSTRUCTIONS

Link to our new registration system:

<https://reg121.imperisoft.com/uc-olli/Search/Registration.aspx>

LOGGING INTO THE SYSTEM

To register for classes you will need a **USER ACCOUNT**. Begin with the **NEW USER, START HERE** link in the upper right corner of the screen. (*note: we are NOT porting over student information from the old system*). Please **SAVE YOUR USERNAME AND PASSWORD INFORMATION**. To access the system on subsequent registrations, click **LOGIN** and input your user name and password.

FEE

There is a flat term **REGISTRATION** fee as listed on the first page of the registration system.

This fee will be added to your Shopping Cart at checkout.

(*NOTE: there is not a separate membership fee.*)

QUICK STEPS to register for class(es). Detailed instruction packet is also available on the website.

1. Log into your account.
2. Select the **TERM** and click the **SEARCH** button to reveal available classes.
3. Click the **REGISTER** button to add a specific class to your Shopping Cart.
4. Continue searching for additional classes or
5. **CHECKOUT** to verify your Shopping Cart contents and proceed to payment page.
6. Complete Credit Card **PAYMENT** instructions to complete transaction.

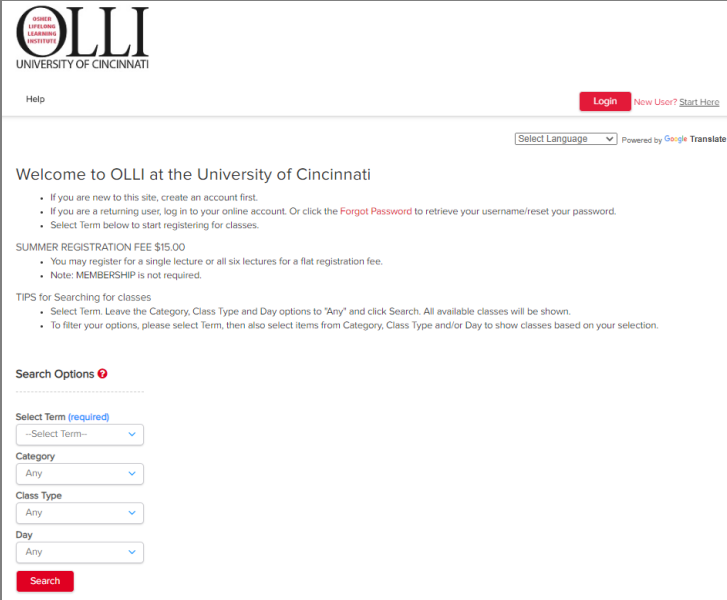
At the completion of your registration and payment, you will receive 3 emails: (Save these emails for reference)

1. Customer Receipt/Purchase Confirmation – confirmation that credit card has been charged.
2. Registration/Purchase Receipt – lists registered classes in this transaction.
3. Notification of Payment – formal payment receipt.

TROUBLESHOOTING PROBLEMS

If something goes awry, it is helpful for us to see a screen capture to go along with a description of your issue. If you do not know how to do this, see the instructions for your device at this website: <https://www.take-a-screenshot.org/>

For assistance, please call 513-556-9186, 513-549-7712 during normal business hours, or email with a screenshot to OLLI@UC.EDU.



The screenshot shows the OLLI University of Cincinnati registration system homepage. At the top left is the OLLI logo with the text 'OLLI UNIVERSITY OF CINCINNATI'. To the right of the logo are links for 'Help', 'Login', 'New User?', and 'Start Here'. Below the logo is a 'Select Language' dropdown menu and a 'Powered by Google Translate' link. The main heading is 'Welcome to OLLI at the University of Cincinnati'. Below this are instructions for new and returning users, a 'SUMMER REGISTRATION FEE \$15.00' section, and 'TIPS for Searching for classes'. At the bottom is a 'Search Options' section with dropdown menus for 'Select Term (required)', 'Category', 'Class Type', and 'Day', and a 'Search' button.