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. 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.
STEP 2:
Click on the word **Login** in the shaded box at the top left.
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**.
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).
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.
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.
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.
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.
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**.
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.
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**.
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.
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!*
**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.
CONGRATULATIONS!

We’ll see you in class!