University of Cincinnati OLLI Registration System

DETAILED INSTRUCTION PACKET

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 instructions are also available in this packet.
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.

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.

June 2020
Welcome to OLLI at the University of Cincinnati

- If you are new to this site, create an account first.
- If you are a returning user, log in to your online account. Or click the Forgot Password to retrieve your username/reset your password.
- Select Term below to start registering for classes.

SUMMER REGISTRATION FEE $15.00
- You may register for a single lecture or all six lectures for a flat registration fee.
- Note: MEMBERSHIP is not required.

TIPS for Searching for classes
- Select Term. Leave the Category, Class Type and Day options to “Any” and click Search. All available classes will be shown.
- To filter your options, please select Term, then also select items from Category, Class Type and/or Day to show classes based on your selection.

Search Options 🎓

- Select Term (required)
  - --Select Term--

Category
- Any

Class Type
- Any

Day
- Any

Search

Go to website login:
https://reg121.imperisoft.com/uc-olli/Search/Registration.aspx

First time users of this system will need to make a new account. Please create an account as a NEW USER.

Returning users can click the LOGIN button to enter their login information.

Note: we are NOT porting in data from our old system, please begin as a NEW USER.

Remember your login information, you will need this to access your account in the future. Or click FORGOT PASSWORD if you need help accessing your account.
SETTING UP YOUR NEW ACCOUNT

Type in your New User information on this screen. Begin with username, password & personal info.

1) USERNAME, choose something unique that you will remember.

2) PASSWORD, must be at least 8 characters and contain an uppercase letter, three lowercase letters, a numerical digit and a non-alphanumeric character. For example: !+&#$*

3) Personal info:
Please choose INDIVIDUAL.

Enter your NAME.

Enter your BIRTH YEAR. (we use this only for demographic purposes).

Scroll down to continue.
Continue to enter additional personal information: primary phone, alternate phone (optional), email, and mailing address.

Then click SUBMIT.
Setting Up Your New Account

After you successfully enter all information, you will see a WELCOME screen.

Click the CONTINUE REGISTRATION button.
REGISTRATION FEE
There is a flat registration fee. You may register for a single class or all available classes for a flat fee.
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Choose your contact by clicking the drop-down box and select the name of the contact who is registering for classes.

You may also add a second contact to your account by clicking Add New Adult. See Working with multiple contacts in an account for more info.

1) View Class For
2) Select the TERM SUMMER 2020 from the drop-down menu.
3) Click SEARCH
This system has optional search filters to find classes.

Search for classes by CATEGORY, CLASS TYPE and DAY of the week.

Click the box below each filter type to choose an option from the drop-down menu.

Then click SEARCH to reveal available classes based on the filters you have chosen. If you do not see any classes, modify your filters.
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Find the class to wish to take. (you may need to scroll down the page to see additional entries)

DETAILED CLASS INFO
You can review additional information by clicking on the course title (in blue).

REGISTER
Clicking the REGISTER button will put the class directly into your Shopping Cart.
Review the class information, description, location, dates, time.

If you have more than a single contact in your account, click the box beneath the text “I would like to register” to reveal a drop-down box of names in the account. Choose the student you wish to register for the class.

Note: you can register more than one person in your account in a single transaction.

After selecting the student name, click REGISTER.
Once you have REGISTERED for a class, a new screen will appear, verifying it has been put in your shopping cart.

From here you may SEARCH for new classes (takes you back to the search page) or CHECK OUT to complete the registration and payment process.

You may also see this page. CONTINUE will take you to the page to search for more classes. Or CHECKOUT to proceed to payment process.
SHOPPING CART

Once you have items in your shopping cart, you may click on the shopping cart icon next to your name to reveal its contents at any time.

OPTION TO REMOVE A CLASS
Click the red X next to any class to remove it from your Shopping Cart.

Individual Class fees (if any)

Registration Fee for the Term (per person, if applicable)

Click the “I have read and agree with the policies and procedures set forth button. *(Terms of use at bottom of page)*

Click CONTINUE to finish payment process.

Terms of Use

Registration Restrictions
You may not register for more than one class that meets at the same time. If you send in a registration that includes two or more classes that meet simultaneously, you will be registered for only one of them.
## PAYMENT PROCESS

Fill out credit card info including:
- **TYPE of card**
- **NUMBER**
- **EXPIRATION DATE**
- **SECURITY CODE**

Verify Name on card,
Make sure address is the BILLING address of the credit card.

Verify email address.

Phone numbers are optional.

Scroll to bottom of screen to complete form.
Return Policy Agreement

By checking this box you are agreeing to the above Return Policy Agreement.

Completed transactions will receive email confirmation of your registered class(es) and financial notification of payment receipts.
EMAIL CONFIRMATIONS

Save these emails for reference.

You will receive 3 emails. Note the subject line of each email.

(1) RECEIPT/ PURCHASE CONFIRMATION

(2) REGISTRATION / PURCHASE RECEIPT

(3) NOTIFICATION OF PAYMENT
Click on your name in the upper right of the screen.

Click LOG OUT
FINDING YOUR SCHEDULE

Log into the system with your USERNAME AND PASSWODD.

Click your name in the upper right of the screen.

Click on MY ACCOUNT.
FINDING YOUR SCHEDULE

and additional registration and account information is visible.

Your entire SCHEDULE is visible but is not downloadable.

DOWNLOAD PDF
Downloads the confirmation letter for a single class only.

WAITLIST
Any classes you may have signed up to be on the waitlist will be listed here.

If you have other contacts in your account, you will be able to see their schedules here as well.

SCROLL DOWN to the bottom of screen.

<table>
<thead>
<tr>
<th>My Registrations</th>
<th>Account Registration</th>
<th>Payments</th>
<th>Memberships</th>
<th>Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Type</td>
<td>Class</td>
<td>Status</td>
<td>Start Date</td>
</tr>
<tr>
<td>Summer 2020-test only</td>
<td>One-time WEBEX EVENT</td>
<td>1400 test seminar</td>
<td>Registered</td>
<td>7/29/20 10:00 AM EDT</td>
</tr>
<tr>
<td>Summer 2020-test only</td>
<td>One-time WEBEX EVENT</td>
<td>1500 Title TEST</td>
<td>Registered</td>
<td>8/12/20 10:00 AM EDT</td>
</tr>
<tr>
<td>Summer 2020-test only</td>
<td>Multi-week WEBEX MEETING</td>
<td>5800 Test 004</td>
<td>Registered</td>
<td>7/9/20 1:00 PM EDT</td>
</tr>
<tr>
<td>Summer 2020-test only</td>
<td>Multi-week WEBEX MEETING</td>
<td>5500 Test 001</td>
<td>Wait Listed</td>
<td>7/7/20 9:30 AM EDT</td>
</tr>
<tr>
<td>Summer 2020-test only</td>
<td>Multi-week WEBEX MEETING</td>
<td>5600 Test 002</td>
<td>Registered</td>
<td>7/7/20 9:30 AM EDT</td>
</tr>
</tbody>
</table>
Each ACCOUNT may have multiple CONTACTS. For example, a husband and wife can have a single account, with one of them being the PRIMARY contact.

Each CONTACT has their own username and password and the account can be logged into by each contact.

To create an additional contact, log into the primary contact account. From the drop-down menu under “View Classes for”, select ADD A NEW ADULT.

On the ADD/EDIT Additional Adult Page, enter new contact username, password and additional personal info.

By default, only the PRIMARY Contact can register for classes for all contacts within an account.

If you would like the secondary contact to be able to edit contact info and register for classes you MUST select the radio button next to ‘Can Edit Data Online’ as well as choose ‘CAN REGISTER ANYONE ON ACCOUNT or Can Register Self Only’ from the drop-down menu.

If you forget to do this, your secondary contact will not be able to register for classes independently. If you need more information on this capability, please call the office.
WORKING WITH MULTIPLE CONTACTS WITHIN A SINGLE ACCOUNT

You may register more than one contact for the same class during a single transaction. The system will show you the contacts in your account, select the radio button next to the name you wish to register for a particular class.

Shown here: 2 contacts within the same account being registered for a single class.
You may also register multiple contacts for different classes.

To do this, choose a contact and register for a single class.

Return to the SEARCH for classes page and select the second contact from the VIEW CLASSES FOR menu, click search.

Find the class for the second contact, click Register to put it in shopping cart.

Shown here: Shopping Cart and success screen with 2 contacts, registering for 2 different classes.
At checkout, ERROR message that there is a schedule conflict between two classes.

Student must remove one of them from the shopping cart by clicking the red X.