OLLI at UMass Boston Online Registration Instructions

1. **Find the program information on the OLLI website:**
   - Type in [www.olli.umb.edu](http://www.olli.umb.edu) in your web browser.
   - Click on COURSES & PROGRAMS in the left-hand column.
   - To view courses, OLLI Talk presentations and other program offerings, click on BROWSE COURSES AND PROGRAMS.
   - To sign in to your account (to be able to register), click on LOG INTO YOUR OLLI ACCOUNT.

2. **Usernames and Passwords:** You can browse courses and programs without signing in but to register, you will need to access your account with a Username and Password. Your OLLI membership must also be current in order to request/register for courses and other programs.
   - Each person has to sign in using their own assigned Username and Password to register for Courses or OLLI Talks. You can’t share an account with anyone else.
   - If you don’t know your Username and Password, request it from ollireg@gmail.com. We will assign a temporary password. If you would like to change your password to something you can remember, you can do so after you Sign In.
   - For almost all users, your username is your email address. For some users who share an email with another member, we’ve had to make exceptions
   - Once you establish a Username and Password, please write it down!

   **My OLLI Username is:** ______________**My OLLI Password is:** ______________

3. **To register after sign-in and with a valid membership:** Only OLLI members with up-to-date membership can register online. If your membership has expired, you will need to renew your membership by submitting the membership form (see [https://www.umb.edu/olli/join](https://www.umb.edu/olli/join)) and payment before you can register for courses online. If you have a question regarding your membership status, contact the OLLI office at ollireg@gmail.com. After you have signed in, you will be able to request/register for courses and OLLI Talks from the COURSE CATALOG page.
   - Click on a category (Day of the Week, Subject Area, Offsite Location, or OLLI Talks). A list of items in that category will then appear on the right hand side.
   - For any course title you select on the right, you will be taken to the page describing that course. If you want to request it, click the REQUEST COURSE button in the box below its description. If this box doesn’t appear, you are either not signed in or not a current OLLI member. **Be careful to select the location you want for those courses that are offered at multiple sites.**
   - Make sure that as you request courses, you are picking your first priority first, second second, and so on. After you submit your course requests, you will have the option to go back and re-prioritize your selections.
   - You will then be transferred to the SHOPPING CART page with the presentation in your shopping cart. You can choose RETURN TO COURSE CATALOG (in the upper right corner of the page) to request more items or, if you’re done selecting, click CHECK OUT. If you select a course by mistake, click REMOVE ITEM before checking out.
   - On the CHECK OUT: MY INFORMATION page, please view your information and make any necessary changes. To make changes, click on EDIT PROFILE and then click on SAVE CHANGES. If you do not need to make any changes to your information, click on NEXT. Note
that for privacy purposes, we use 1/1/1900 as a default birth date because this is a required field in the registration system.

- On the CHECK OUT: PURCHASE page, review your course requests and click PURCHASE if all is correct.
- You will see a CONFIRMATION of your registrations and will also receive an acknowledgement by email.

4. **Set your course priorities**: There’s one more important step. You need to tell us your course priorities so we can try to register you for the courses of highest interest.
   - Click on MY ACCOUNT at the top of the page. This will take you to the ACCOUNT OVERVIEW page. In the box on the right, select COURSE PRIORITIES. You will see a list of all the courses that you’ve requested and a box next to the course where you can enter a number that represents the order of preference (one = most preferred). List a number next to each course and SAVE PRIORITIES. This is important that you click on the SAVE PRIORITIES button to save any changes you have made.

5. By clicking on MY ACCOUNT in the upper right-hand corner of the COURSES AND PROGRAMS screen, you are also able to do the following:
   - Look at your OLLI Profile
   - Change your Username and Password
   - Look at your history of classes

6. **OLLI Talks Registration**: Dates for OLLI Talks are published approximately 3 weeks in advance and you cannot register until the date is published. To view and select an OLLI Talk from the COURSE CATALOG page, scroll down until you see OLLI Talks. Then follow the same procedures as above. Note that you do not need to priorities your OLLI Talk selections as these are filled on a first-come, first-served basis.

7. Other important information:
   - If you plan to carpool to a class with another OLLI member, you will need to send an email to ollireg@gmail.com. Indicate your name, the name of the class(es) and the person in your carpool.
   - You may add additional courses after your initial registration, but please remember to update your Course Priorities.

8. Please let us know if your schedule changes! To cancel a registration, send an email to ollireg@gmail.com so that we can offer your seat to another member.

9. You are not CONFIRMED in classes until after registration lottery. In the fall, course requests are usually due in mid-August, with final course assignments sent out in late August. For our spring semester courses, course requests are usually due in mid-February, with final course assignments being sent in early March.

10. If you have any problems using online registration, please contact the OLLI office at ollireg@email.com or 617.287.7312.