Step #1: Go to the OLLI website at www.umb.edu/olli
Step #2: Click “Courses & Programs”
Step #3: Log in to your OLLI account.

Welcome to OLLI's courses and programs information page. You do not need to be an OLLI member to browse our course and brown bag offerings, but only those with valid OLLI memberships can register for courses and brown bag lectures. If you are not a member but would like to view a selection of past course and Brown Bag lectures, click here to visit our Archived Presentations page. If you are an OLLI member, you can sign in using your User Name and Password. Please scroll down this page for more information about signing in. If you have trouble with registering online, here is the Instruction manual that will guide you through the process.

- Browse courses and programs
- Log into your OLLI account
Step #4: Sign into your existing account.

Username and Password should be assigned to you by OLLI staff. The "Welcome to OLLI" email has this information, or contact the office if you have forgotten these details.

Sign In

Anyone can browse our course catalog without signing in!
Choose Courses and Programs to browse our upcoming learning opportunities.

OLLI Members: To begin the registration process, enter your Username and Password. If you need assistance, please contact our office at ollireg@gmail.com.

Usernames have been assigned by OLLI and are not case-sensitive. If you have forgotten your Username, click on Find My Username, and an email reminder will be sent to you. If you choose to reset your Username, use any combination of six or more characters.

Passwords have also been assigned by OLLI, unless you have customized your password yourself. Passwords are case-sensitive and must be entered exactly as assigned. If you need a reminder of your password, contact OLLI at ollireg@gmail.com. If you choose to RESET YOUR PASSWORD, a temporary password will be sent to your email account. When you have the password, return to the SIGN IN screen and enter both your Username and your temporary password. Then you can reset your password again to something you can remember. Please write down your Username and Password for future use.

Sign In to Existing Account

Username
Password

Sign In
Find My Username
Reset My Password
**Step#5:** Once you have successfully signed in you should see your name on the top right of the page - "Welcome, ________"
Step#6: Browse courses by day or by topic. Click on available courses to get more information.

Select a day for a list of courses on that day.

Select a topic for a list of courses on that topic.

Further down this list you will find OLLI Talks and other events.
Step #7: To request a course you would like to take, click on the “Request Course” button. Select “Request Course” to add this course to your shopping cart. Click on instructor’s name to get biography.
Step #8: Select “Check Out” if you are ready to check out; if not, then click “Return to OLLI Course Catalog” to select more courses.

Click “Return to OLLI Course Catalog” to add something else.

Click “Remove from Waitlist” to delete course from your shopping cart.

Click “Check Out” if you are ready to check out.
Step #9: Click “Edit Profile” if you need to make changes to your profile. If not, please click “Next.”

Click “Edit Profile” to make changes to your contact info.

Click “Next” to continue checking out.
Step #10: Click “Purchase” to submit your selections

Click “Previous” to go back, if needed.

Click “Purchase” to submit the course(s) selected.
Step #10 (Cont.) Confirmation:
You will see a CONFIRMATION of your selections and will also receive an acknowledgement by email. **DO NOT STOP HERE!**
Step #11: 
*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 you are most interested in. Click on MY ACCOUNT at the top of the page.

Select “My Account” on the top of the screen to set your course priorities.
Step #12: On the right hand side in small-print click “Course Priorities” to set your priorities.
Step #13: 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.

Click “Save Priorities” once you have finalized your course priorities.

Click the drop down box to change your course priority.
Step #14: Don’t Forget to Sign Out of your account! Congratulations: you are finally done with registration!!!!

IMPORTANT: Remember to click “Sign Out” to log out of your account!
Check your email for the confirmation.

Within a few minutes, you should receive an email that lists the details of what you’ve chosen.

You will see “Waitlisted” marked on all course your selections. You are waitlisted until the allocation process assigns courses based on your and others’ priorities. This lottery process occurs about a week after the course request deadline. After the deadline, you will get a second email confirming your courses.