OLLI Course Registration Tips - Condensed Instructions!

To ensure a smooth registration process we recommend all current and new OLLI members set up their account password on the new OLLI system prior to their respective opening registration date. We also recommend purchasing your membership at this time if you do not have one or if the one you have expires before the end of the semester. Instructions are in the OLLI Membership Renewal Tips Condensed document posted at www.usd.edu/olli or on the registration log on page.

The steps to register for OLLI courses is as follows:

1. **Access the OLLI Homepage** by clicking **www.usd.edu/olli** (or enter it in your browser address line)
   a. Click "Courses, Registration & FAQs"
   b. Scroll down and click "Join OLLI & Register for Courses". (Red box toward the bottom.)
   c. This takes you to the "Join, Register and Manage Account" screen.

2. **There are two ways to access the OLLI Quick Pick Registration page:**
   a. **Under Membership and Registration (the most efficient option), click Olli Quick Pick Registration.**
      i. Enter your email address and password
      ii. Click Log On.
   b. **In the Member Log On section, enter your email address and password and click Log On.**
      i. You will be taken to the My Account page.
      ii. Click "Register" from the navigation panel.
      iii. You will be taken to the OLLI Quick Pick Registration page.

3. **Section 1: Log On or Sign Up will display your name.**

4. **Section 2: Select a Membership**
   a. If your membership is active, no membership fees will display here.
   b. If your membership needs to be renewed and paid, the fee for each location is listed, both the semester and annual fee.
   c. Click the checkbox next to you OLLI location to add it to your Cart.
   d. You MUST have the membership fee checked so that courses in Section 3 allow registration. If no membership fee is selected, the checkboxes next to each course will not display. Scroll back to select the membership fee.

5. **Section 3: Select Courses**
   a. Expand the OLLI Community section to register for course.
      i. Prior to registration opening, the course description hover messages will be turned off to help improve the system's efficiency. They will be turned back on within a day or two after the initial rush of registrations is complete.
   b. You are able to register for and take courses in all OLLI communities as part of your membership but have to wait for registration for each community to open.
   c. The courses are listed by title in alphabetial order, and are in two columns at the half-way point the list
   d. There are 4 potenial statuses you will see for each course; each is self-explanitory:
      i. Status: Open
      ii. Status: Full; Waiting List Available
      iii. Status: Already Registered
      iv. Status: Already on waiting list

       e. Courses that have Open or Full; Waiting list available will have a check box next to the title to allow you to register. If you are using a tablet or a phone, you may need to expand the page to see the information clearly.

       f. Some courses have additional fees. These fees are not refundable.

          i. See the course description in the catalog for the details.

          ii. "Activity Fee, Non Refundable" is paid to OLLI and will be totaled at the end of the page.

          iii. "Activity Fee, Non Refundable; Paid to Instructor" include things like admittion fees, material fees, etc. Please have a check or cash available at the first class session.

6. **Section 4: Make a Donation:**

    a. If you wish to donate to OLLI, enter the amount in the text box.

    b. Thank you!

7. **Section 5: Continue Registration**

    a. The system will subtotal the amount due, if any. It includes your membership fee if it was selected earlier in the process, any course fees payable to OLLI, and any donation amount.

    b. Enroll Someone Else

       i. A pop-up box will appear asking if you want to enroll another user. If you are using a tablet or phone for this process, you may need to scroll to see the message. Click OK to continue or Cancel to return.

       ii. Enter the email address of the person you want to enroll:

          1. The courses you selected will be placed in a Cart while you continue to register another person. However, if you click the back button or abandon the registration process for the other person, your Cart information may be lost.

          2. If the person already has an OLLI account, continue with the registration process.

          3. If the person does not have an OLLI account, enter their profile information and continue with the registration process.

    c. Proceed to Checkout

       i. **If there are no financial transactions in your registration**, when you click the Proceed to Checkout button the system will complete the registration and email a list of your courses and waiting list items.

       ii. **If you have selected a Membership and/or a course with an additional fee, and/or are making a donation**, when you click the Proceed to Checkout button, you will be taken to the payment processing system.

          1. Complete the payment process following the instructions on the screen.

          2. **At the credit card information screen, the Security Code is the block of letters/numbers on the screen, NOT the code on your credit card.**

       iii. Thank you for registering. You can now **LOG OFF**

Thank you for your continued membership and interest in OLLI! We look forward to seeing you in class.

The OLLI Website Team