

OLLI's new online registration system.

## Step One & Step Two - Creating a New OLLI Account and Paying your Membership Fee

OLLI's new registration system requires that all new and returning members must create new user accounts!

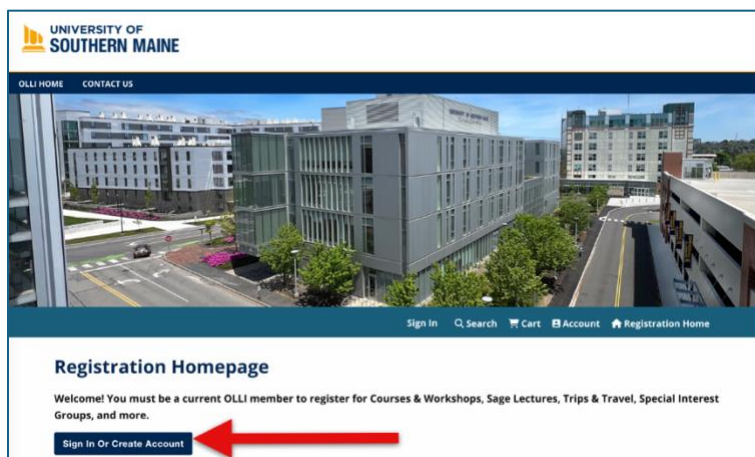
**OLLI registration is a two-step process.** This visual guide will walk you through the steps you need to take to become an OLLI member. (If you don't like reading, scan the pictures first then go to the registration home page!)

**Step 1:** Creating a New Account

**Step 2.** Purchasing your annual 2024-25 membership fee.

---

**Step 1: Start by going to the registration home page at:**  
<https://www.campusce.net/southernmaine/category/category.aspx>



Click on the blue **“Sign in or Create Account”** button to open the Sign In page

Sign In Or Create Account

On the **Sign In** page go to **“Create New Account”**

1. Create a username. We recommend your email address. (Easy to recall but up to you!)
2. Create a password (a password's guide is available above the Create New Account box.)
3. Add your email address.

Welcome to OLLI! You must be registered as a current member to sign up for courses.

### Step 1: Fill out the "Create a New Account" box

**Sign In to Existing Account**

**Create New Account**

Username:

Password:

Retype password:

Email:

Retype email:

Create Account

**Create New Account**

Username:  
WilliamS

Password:  
PngPng@!

Retype password:  
PngPng@!

Email:  
bandwithfishhats@gmail.com

Retype email:  
bandwithfishhats@gmail.com

**Create Account**

**Check Your spelling!**  
Click the eye to see better!

**Tip for filling out the information boxes.**  
Click on the little black eyes to see better and to make sure your passwords match!

4. Click the **Create Account** button after checking your email spelling is correct. This will take you to the Contact page.

## Contact information Page

5. Please provide the following information:

- Name
- Address
- Phone
- Date of Birth
- Emergency Contact Information

6. Check over the information you have entered then click the **Submit** button to return to the Registration Home Page.

**My Information**  
Enter your contact information and click Submit.

**MY CONTACT INFORMATION**  
Required fields are indicated by an asterisk (\*)

Title:

\* First name:

Initial:

\* Last name:

Preferred name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Day phone:  -  Ext.

Eve phone:  -  Ext.

\* Date Of Birth:  (MM/DD/YYYY)

How did you hear about us?

Gender:

Pronouns:

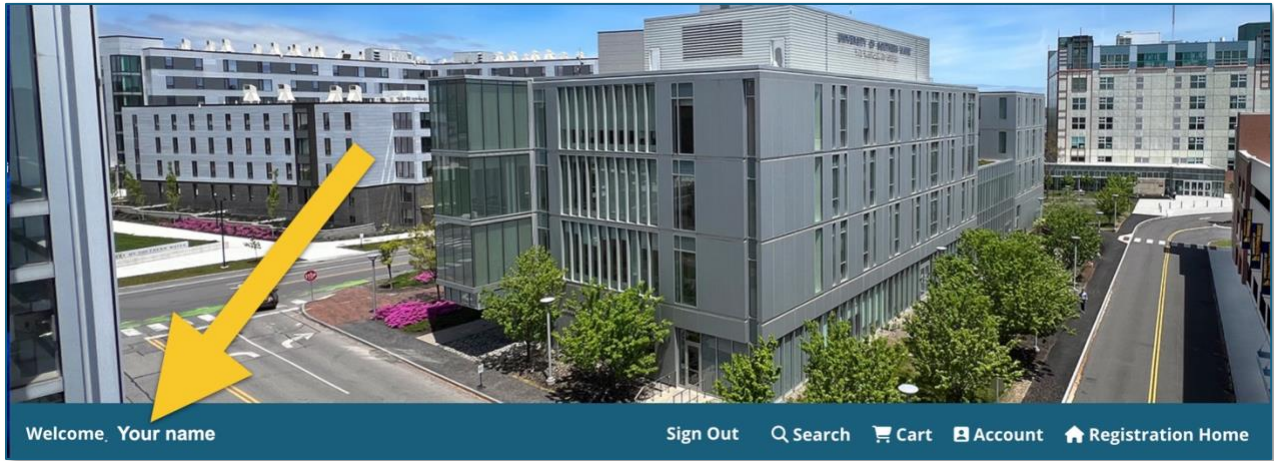
**CustomFields**

\*Emergency Contact Name  \*Emergency Contact Phone Number (XXX-XXX-XXXX)

Check here to opt-out of occasional marketing emails.

**Submit**

**You will now see your name on the Registration Home Page!**

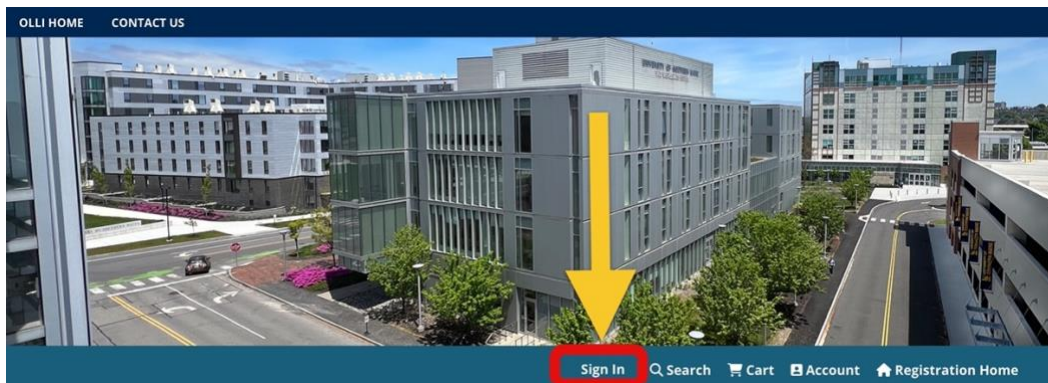


7. If you can now see your name below the banner image, it means you have successfully created an account, *and* you are *currently* signed in! **Please go to Step 2 on the next page.**

## Uh Oh! I don't see my name!

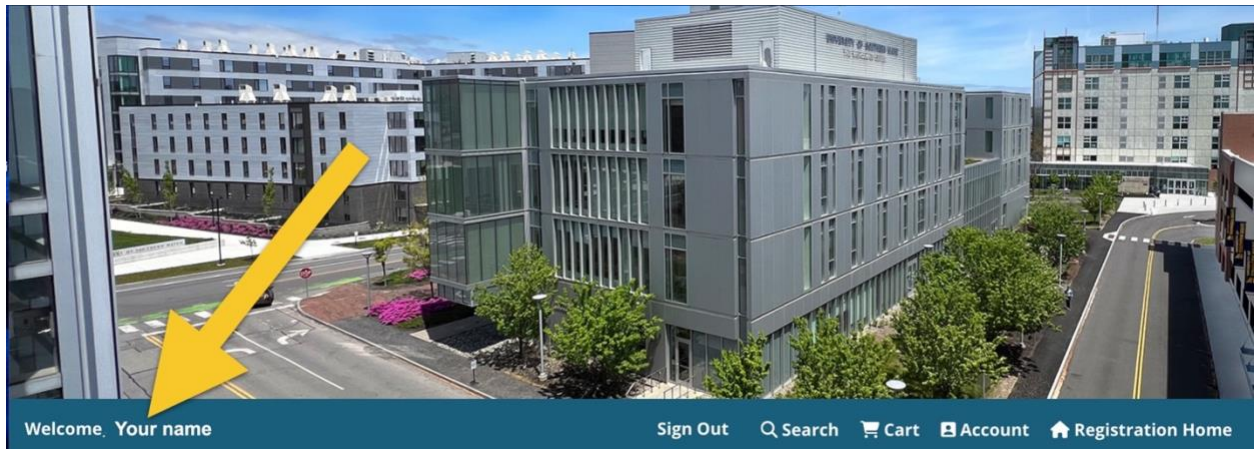
8. **If you don't see your name, you are not signed in! What to do next?**

- a. Review Step 1 on page 1 of this guide.  
**or**
- b. If you Created a New Account but left the site *before* paying your membership, please **sign back in using the Sign in** button and going to the Existing Account option on the Sign In page!



Sign In Button below the banner image

## Step 2. Purchasing your annual 2024-25 membership fee.

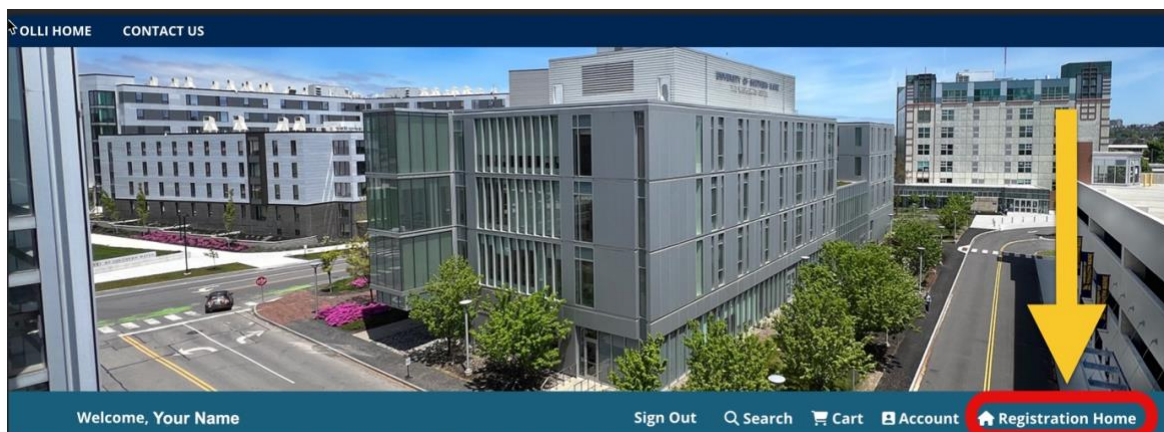


**You must be signed in to pay your annual membership fee!** i.e., you completed **Step 1.** and created an account and you can see your name under the banner image of the USM campus. (Check the image above to see where to look for your name!)

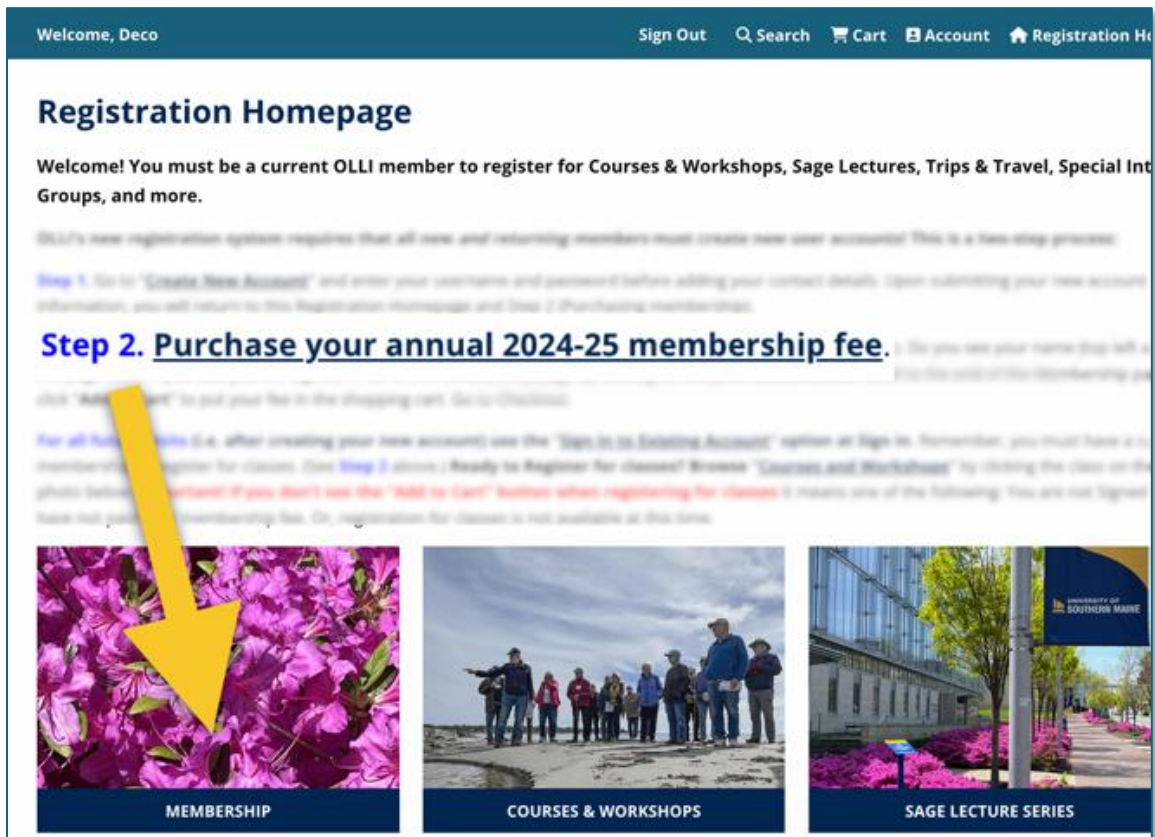
After confirming you are signed in, move on to **Step 2** to pay your OLLI annual membership fee. (**If you cannot see your name, please go back to #8 on page 3.**)

## Step 2 – How to pay your Membership Fee

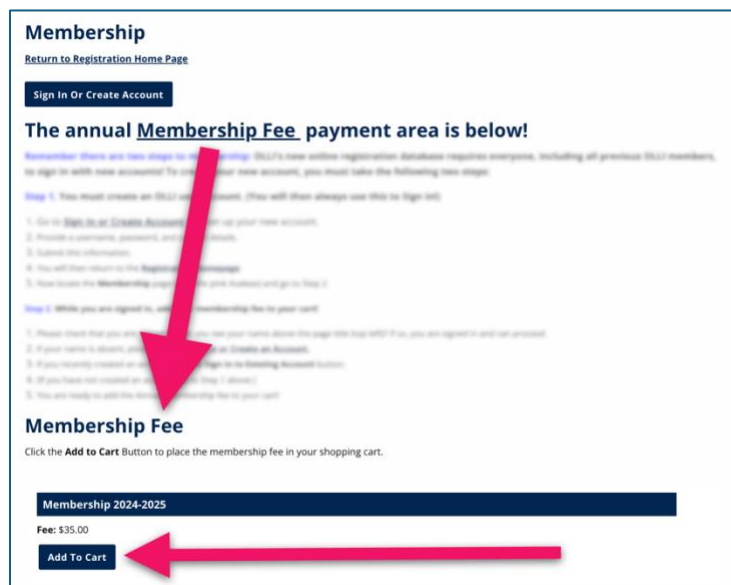
1. Go to the Registration Home page. (Look for the **“Registration Home”** button below the banner image of the USM campus. (on the right).



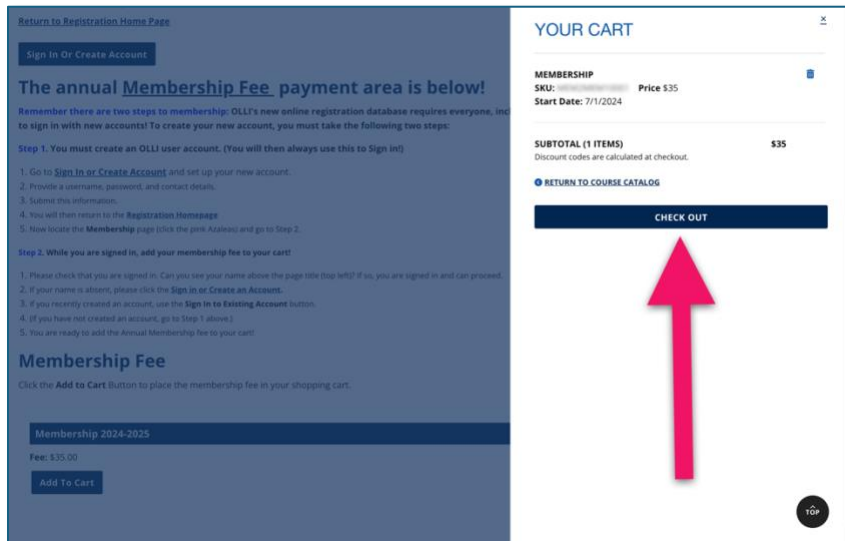
2. While on the **Registration Home** page look for the **Membership** page.
3. To reach the membership page, click the pink Azaleas photograph.



4. Once you are on the **Membership** page. Scroll down to see the **Membership Fee** payment area at the bottom.
5. Click the **Add to Cart** button.
6. This will open your shopping cart. (You will see it on the right side of your webpage.)



## Membership Fee and your shopping cart.



Your shopping cart will show your membership fee in the cart.

Click on **Check Out** and pay with your credit card.

Please be patient as you provide your credit card information. (There will be some repetition regarding the questions you must answer but it will be easier next time!)

**Thank you! And Welcome to OLLI!**

If you need help, please contact the OLLI office

**Phone: 207-780-4406**