Simple steps to easy OLLI Online Registration

1. Start at the OLLI website:  www.usm.maine.edu/olli

2. Click on Online Registration Website ‘Get Started’

3. Click the yellow ‘Sign In’ button at the top of the page.  Please ‘Sign In’ before shopping.

4. If you have not used this new system since July 26, 2017, then you must ‘CREATE PROFILE’
   - * designates a required field. Please type carefully. It is best to use the tab key to navigate.
   - Remembering passwords is the most common problem at OLLI. We suggest you keep it simple, such as OLLI123.
   - We share this database with another department. OLLI members do not have ‘company information’. Please check the ‘no company’ box and click ‘submit’.
   - If a message box appears at the top of your screen, correct the problem and click ‘submit’ again. Your name should appear under ‘Attendee list’.

5. If you have already set up your account, then ‘Sign In’. You will know when you are successfully signed in because your name will appear in the upper right side of the page.

6. Your choice now is to ‘Continue Shopping’ or ‘Add Attendee’
   - ‘Add Attendee’ allows for more than one person to ‘shop’ at the same time, but everything must be paid for with one credit card, in one single transaction. If you click ‘Add Attendee’, you must create a profile for the second person. The system assumes you share an address. If this isn’t true, change the appropriate information. You will notice that your information is now under ‘company’. This is how the system knows that two people are associated with each other. If you ‘Add attendee’, DO NOT click the ‘no company’ box. Click ‘submit’. Both names now appear under Attendee List.
   - ‘Continue Shopping’ –This will take you back to the home page that lists both annual membership and Gala reservations. To purchase membership click on the date listed (July 1, 2017 to June 30, 2018). On the next screen, click ‘Add to cart’. You may now checkout and pay for membership or continue shopping. To see the list of OLLI classes, click on ‘courses’ in the left column, under Osher Lifelong Learning Institute. All courses are listed alphabetically by title. Once you find your class, click on the date the class runs. On the next screen, click ‘Add to cart’. Repeat this process until your cart contains everything you wish to purchase.

7. When you are done shopping, check your cart to make sure it’s accurate. At this time, OLLI has NO Promo Codes
8. Click ‘Checkout’. Because you must be at least 50 years old to participate in OLLI, date of birth is required. (mm/dd/yyyy). OLLI has no Promotional Mailing Code; just leave it blank. How did you hear about us? Choose an option from the drop-down list. Click on ‘Next’.

9. Review the Summary for accuracy and click ‘Submit Order’. **PLEASE CLICK ONLY ONCE.** You could be charged for each time you click! You will be transferred to the University’s highly secured payment site called Touchnet. Payment type must be Credit Card and click ‘continue’.

10. Fill in all credit card information. Type carefully. Remember, no dashes or spaces in the credit card number. Click ‘continue’

11. When the screen says ‘Thank you’, your order has been completed. You may print this page, but an email confirmation will be sent to you. Please remember to ‘Logout’ when you are finished.

Congratulations! You have successfully navigated the new system, created your registration account, paid your membership for 2017-18, and registered OLLI classes! The next time you use the system, simply sign-in using your email address and password. The system will remember that your membership is paid. Things to remember:

- Always begin with ‘Sign In’ and be sure your name to appears on the top right of the screen
- You may quickly navigate using the column on the left side of your screen.
- Courses will be listed alphabetically by title
- When choosing a course, you proceed by clicking on the DATE.
- Click ‘Submit Order’ only once…it might take a second or two to connect.
- You are in the class only when the order is complete and paid. Putting a class in your cart does not guarantee a space in the class until payment is made.
- And, as always, if you have any questions or problems, call the OLLI office at 780-4406. We’re all learning this new system together.