

Instructor Registration Guide

Instructors

Am I an Instructor?

Instructors receive benefits such as a *free* membership and course during the session(s) in which they are instructing an OLLI course. (This does *not* include OLLI Café presenters or presenters of any other special event or research lectures.)

Step 1) Navigate to the registration system.

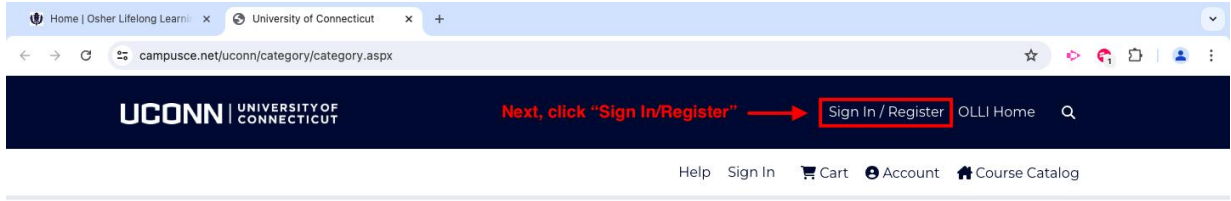
- A) To get started, go to olli.uconn.edu and click the “Take A Class Or Join OLLI Now” button.

The screenshot shows a web browser at olli.uconn.edu. A red box highlights the address bar with the text "Step 1: Go to our website". Below the browser, the website header includes the UConn logo and navigation menus. A large banner for the "The Fall 2024 Course Catalog is Now Available!" is displayed. A red arrow points from the "Step 1" text to a red button labeled "TAKE A CLASS OR JOIN OLLI NOW" in a sidebar. Another red arrow points from the "Step 2: Click on the 'Take A Class Or Join OLLI Now' button" text to the same button. The sidebar also contains a "Giving" section with a "DONATE TO OLLI!" button and a "Planned Giving" section.

Step 2) Sign into existing account.

All instructors have an active registration account. If you’ve previously used the online registration system, CampusCE, then sign in using the same username and password as you have in the past. If you’ve never accessed your online account, then you will need to use the system’s process for finding your username and/or resetting your password (see **Step 2B** below).

- A) Click “Sign In/Register” in the top-right menu.



Welcome to the OLLI at UConn registration site!

Registration for the Summer 2024 semester opens on Monday, May 20, 2024!

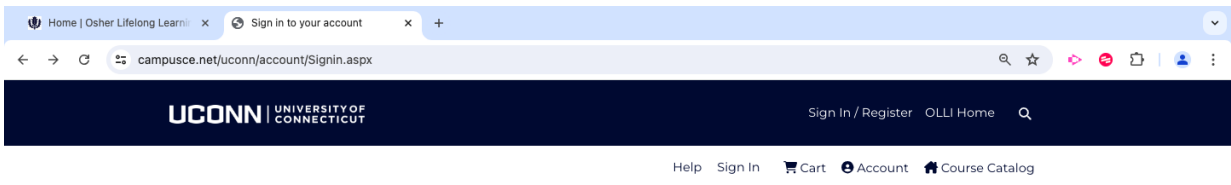
Simply click on the tiles below to find courses, registration help, and much more.

****If you have a lapsed membership, or are a first-time member, please make sure that you add a new membership to your cart prior to trying to register for your courses. This will ensure that the "Add to Cart" button shows up.***

**If you don't already have an OLLI account, you will need to create a free account to register. Simply click on "Sign In", and follow the quick and simple instructions.*



B) Next, enter your username and password, then click "Sign In." If you forgot your username, then click on "Find My Username." If you forgot your password, then click on "Reset My Password."



Sign In

You must sign in to your account to register for courses. To sign in, enter your user name and password. If you don't have an account, you can create one quickly by specifying a user name, password, and email address.

When creating your username: Choose something unique to you. It must be a minimum of six characters. You may use any combination of letters and numbers. Username is not case-sensitive.

When creating your password: Choose something unique to you. It must be a minimum of six characters. You may use any combination of upper & lower case letters, numbers, and special characters ([@#%&*'+=>?/]). Password is case-sensitive and must be entered exactly the same way each time.

Sign In to Existing Account

Username:

Password:

[Find My Username](#) ← If you forgot your username, then click here and follow the steps.
[Reset My Password](#) ← If you forgot your password, then click here and follow the steps.

Create New Account

..

You know you're signed in when your name appears in the top-left corner and you see "Sign Out" instead of "Sign In." Now, you're ready to register for courses.



Welcome to the OLLI at UConn registration site!

Registration for the Summer 2024 semester opens on Monday, May 20, 2024!

Simply click on the tiles below to find courses, registration help, and much more.

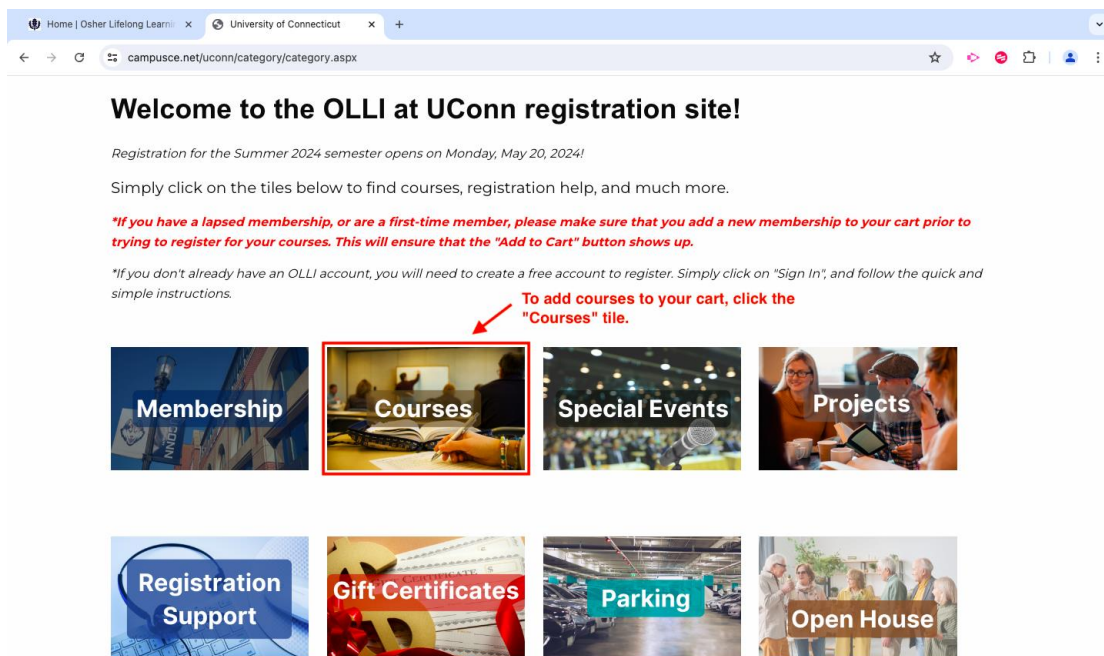
**If you have a lapsed membership, or are a first-time member, please make sure that you add a new membership to your cart prior to trying to register for your courses. This will ensure that the "Add to Cart" button shows up.*

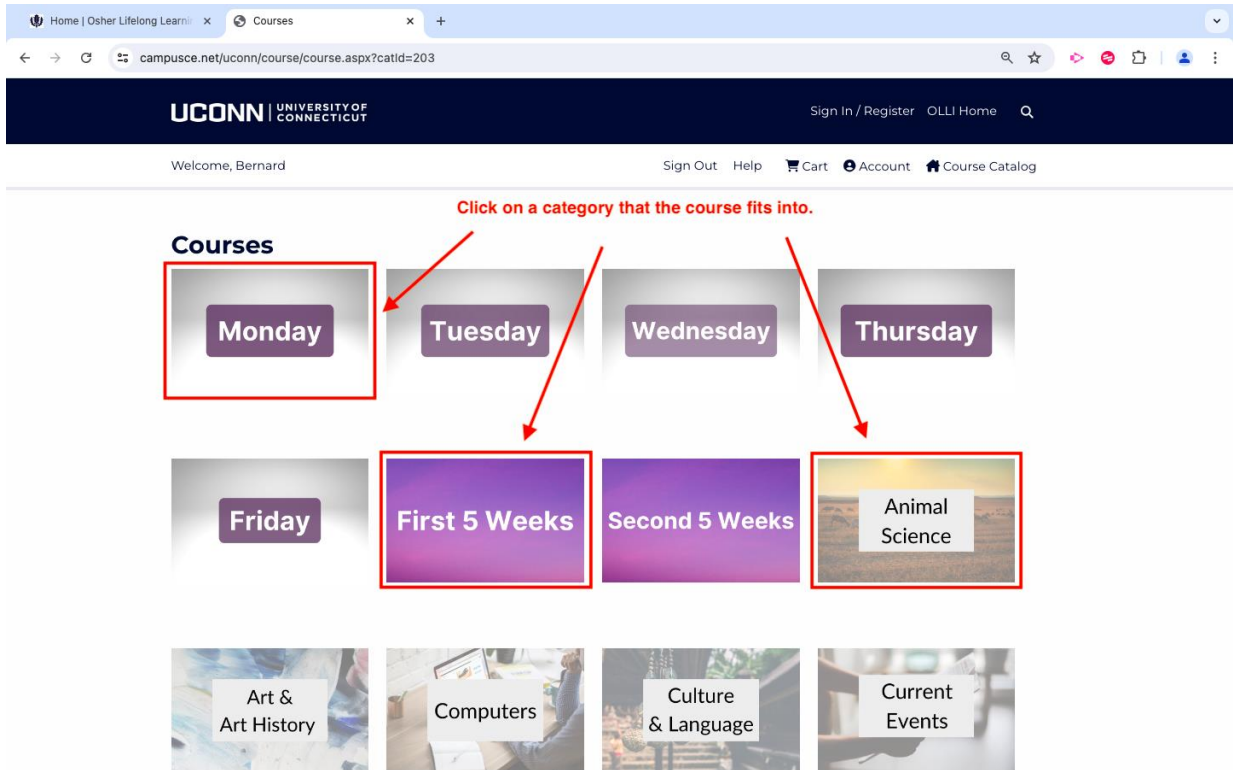
**If you don't already have an OLLI account, you will need to create a free account to register. Simply click on "Sign In", and follow the quick and simple instructions.*



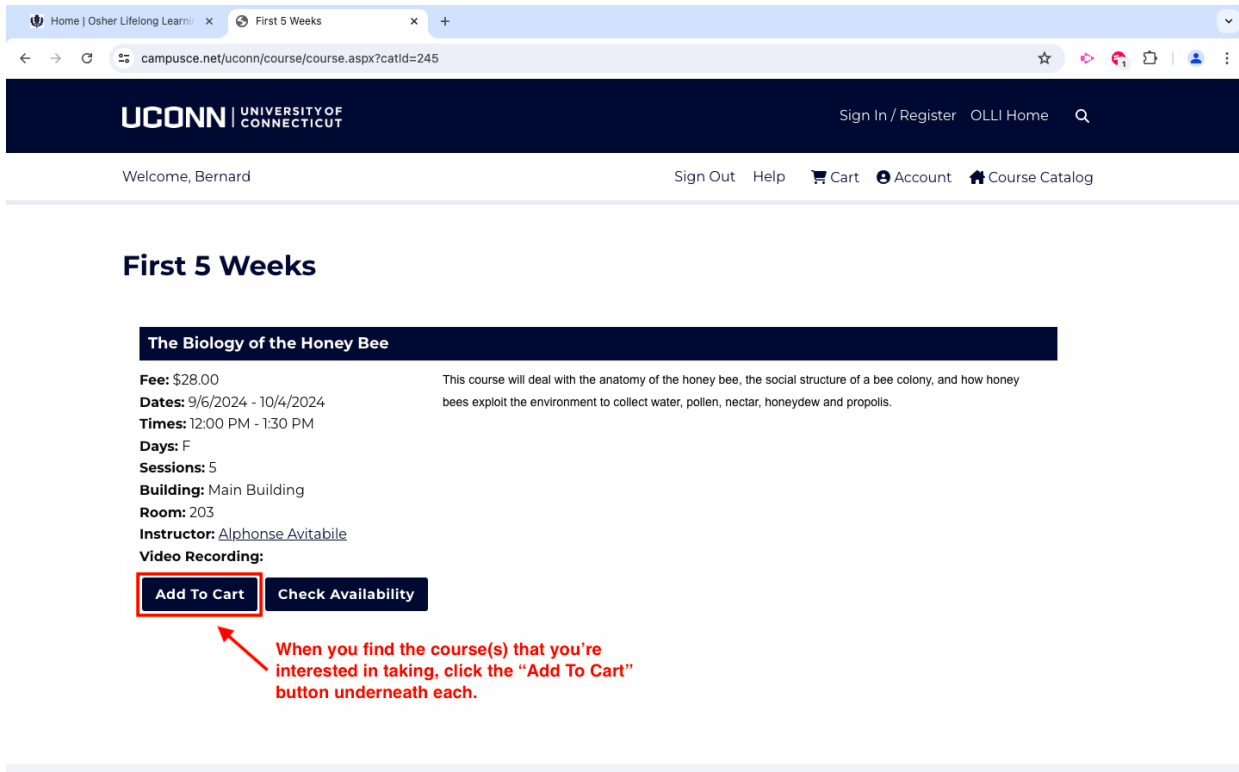
Step 3) Choose Your Classes.

- A) To add a course to your cart, start by clicking on the "Courses" tile. Then, choose a category that the course fits into.

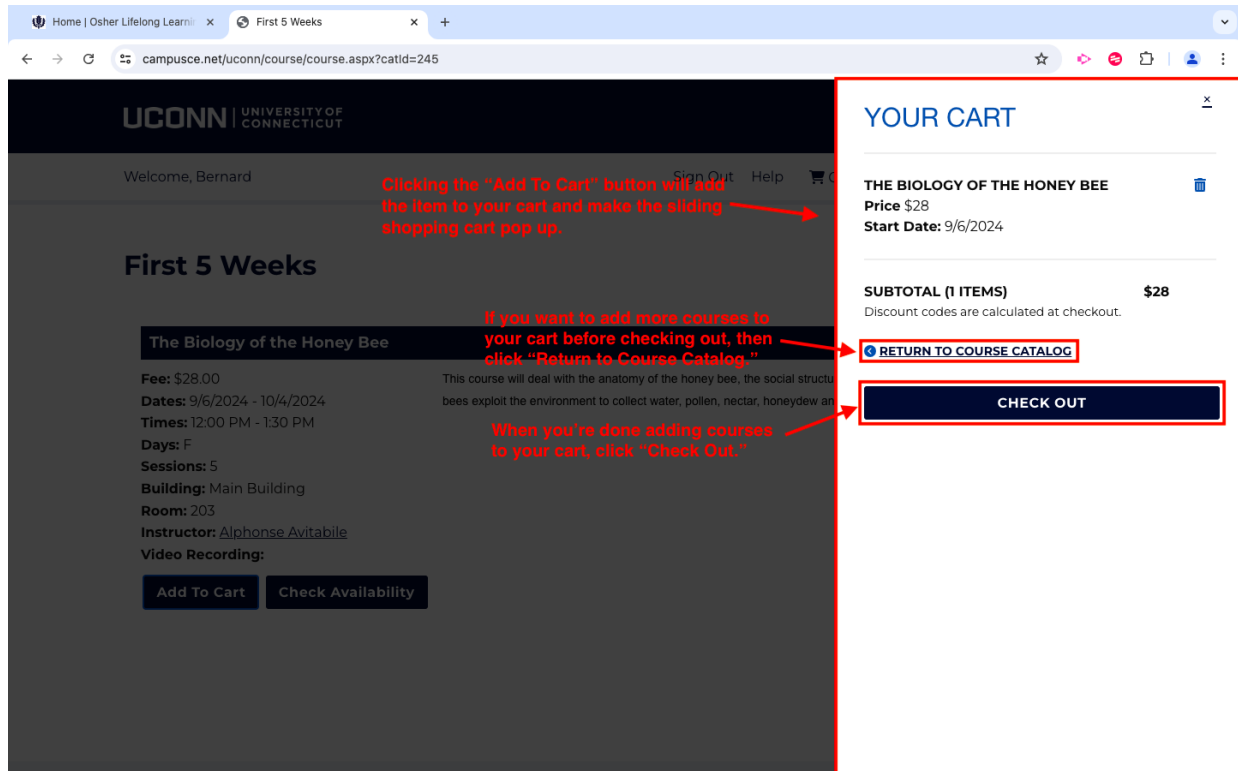




B) Next, click the “Add To Cart” button under each course that you’d like to register for.



C) Clicking “Add To Cart” will add the item to your cart and make the sliding shopping cart pop up. If you want to add courses to your cart before checking out, then click “Return to Course Catalog” and repeat the process. When you’re ready to purchase the item(s) in your cart, click the “Check Out” button. If you get lost, or you are unsure, then refer to the pictures below.



D) Next, review the item(s) in your cart to make sure you have everything you want to register for. If you want to remove an item, then click the “Remove Item” button. Then, answer the “How did you hear about us?” field by clicking the drop-down menu and choosing an option. Lastly, click the “Check Out” button.

The screenshot shows the UConn Shopping Cart page. At the top, there is a navigation bar with the UConn logo, "Sign In / Register", and "OLLI Home". Below this, a secondary navigation bar includes "Welcome, Bernard", "Sign Out", "Help", "Cart", "Account", and "Course Catalog". The main heading is "Shopping Cart".

Step 1: Review the item(s) in your cart to make sure you have everything you want to register for. An arrow points to the item details.

Step 2: Answer the "How did you hear about us?" field by clicking the drop-down menu and choosing an option. An arrow points to a dropdown menu with "--Select One--".

Step 3: Click the "Check Out" button. An arrow points to the "Check Out" button.

Remove Item: If you want to remove an item from your cart, then click the "Remove Item" button. An arrow points to the "Remove Item" link.

ITEM	PRICE	DETAILS
The Biology of the Honey Bee Section 1 12:00 PM-1:30 PM, 9/6/2024 - 10/4/2024 5 Sessions Location: Instructor: Alphonse Avitable	\$28.00	Remove Item
TOTAL:	\$28.00	

© University of Connecticut | Disclaimers, Privacy & Copyright | Accessibility

Step 4) Checkout

- A) On the "Check Out: My Information" page, make sure that all your information is correct. If any of your information needs to be changed, then click the "Edit Profile" button and make any necessary changes. Then, click the "Save Changes" button at the bottom of the page. If/when all the information is correct, click the "Next" button.

Welcome, Bernard

Sign Out | Help | Cart | Account | Course Catalog

Check Out: My Information

Enter your contact information and other information, and then click Next.

Make sure that all of your information is correct.

MY CONTACT INFORMATION

Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* Day phone: - Ext.

Eve phone: - Ext.

Mobile: -

Check here if you agree to receive mobile text notifications. Be sure to add your mobile phone number above if you are opting in to receive mobile text notifications.

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

* E-mail:

Gender Identity: How do you describe yourself?

Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these marketing emails.

If any of your information needs to be updated, then click the "Edit Profile" button and make any necessary changes. Then, click the "Save Changes" button at the bottom of the page.

Edit Profile **Next**

If/when all of the information is correct, click the "Next" button.

B) Next, on the "Check Out: More Information" page, mark the checkbox and click the "Next" button.

Home | Osher Lifelong Learning | Check Out: More Information

campusce.net/uconn/cart/CheckOut2.aspx

UCONN UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard Sign Out Help Cart Account Course Catalog

Check Out: More Information

In order to complete your enrollment, you are required to mark the checkbox indicating your acknowledgement of the requirements outlined below.

I acknowledge that I must comply with all University masking and vaccination mandates as needed. [Click here to read UConn Campus Covid Guidelines](#)

Step 1: Mark the checkbox

Previous Next

Step 2: Click the "Next" button. If you need to go back to the "Check Out: My Information" page, then click the "Previous" button.

C) On the "Check Out: Payment Method" page, click the "Payment Type" drop-down menu and choose your preferred method of payment. Then, click the "Next" button.

Home | Osher Lifelong Learning | Check Out: Payment Method

campusce.net/uconn/cart/CheckOut3.aspx

UCONN UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard Sign Out Help Cart Account Course Catalog

Check Out: Payment Method

Choose a method of payment and enter the appropriate information, and then click Next.

Please note, if you are paying by check, please select the "Send Check" option by pressing the drop down arrow in the payment type box then click next. Please print a copy of your confirmation email (or write your name, address, and phone number on a piece of paper) and mail it with the appropriate check today. Please send **one check per member** and **please do not combine individual registrations** (of more than one member) into one check. Your registration will be held in our system for 5 calendar days. If we do not receive payment within 5 days your registration will be canceled. You will receive a confirmation email after your check is processed. Please mail to: **OLLI at UConn 99 East Main Street Waterbury, CT 06702** Thank you!

Per university policy we are able to process checks and money order payments. Cash transactions are prohibited.

If you have a credit on your account (due to a cancelled/dropped course) and would like to redeem it now, you must choose the "Send a Check" payment option. You should then write a check for the total amount minus your known credit amount (don't hesitate to call the OLLI office if unsure) and mail it/drop it off to us at 99 East Main St. Waterbury, CT 06702 Room 103. For example, if your total comes to to \$100, and you know you have a credit for \$28, you would write a check for \$72 and mail it in.

If you are paying with a credit card, then please note that you will **not** be charged a processing fee as that is covered by OLLI at UConn.

PAYMENT METHOD

Payment type:

✓ Credit or Debit Card
Send Check

Previous Next

Step 1: Click the "Payment Type" drop-down menu and choose your preferred method of payment.

Step 2: Click the "Next" button. If you need to go back to the "Check Out: More Information" page, then click the "Previous" button.

If you are registering for your free instructor course, then you can choose the “Send Check” option and notify the OLLI office by emailing us at osher@uconn.edu. We will then go into the order and waive the payment. If you are registering for more than one course, then you can choose the “Send Check” option, email the OLLI office to let us know which course in your order you want to claim as your instructor course, and then mail us a check for the difference. We will then go into the order and waive the payment for that course and apply the check once it arrives. Please make checks payable to *OLLI at UConn* and mail them to *OLLI at UConn, 99 East Main Street, Waterbury, CT 06702*.

D) On the “Check Out: Billing Information” page, make sure that your billing information is correct. If it’s the same as your contact information, then click the “My contact and billing information are the same” checkbox.

Home | Osher Lifelong Learning | Check Out: Billing Information

campusce.net/uconn/cart/Checkout4.aspx

UConn UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard

Sign Out Help Cart Account Course Catalog

Check Out: Billing Information

Enter your billing information, and then click Next.

BILLING INFORMATION

My contact and billing information are the same

Required fields are indicated by an asterisk (*)

Title: None

* First name: Bernard

Initial:

* Last name: Osher

* Address 1: 99 East Main Street

Address 2:

Make sure that your billing information is correct. If it's the same as your contact information, then click the checkbox.

E) When you’re ready to continue, click the “Next” button.

Home | Osher Lifelong Learning | Check Out: Billing Information

campusce.net/uconn/cart/Checkout4.aspx

City: Waterbury

State: Connecticut

Zip Code: 06702

Day phone: 203 236 - 9808 Ext.

Eve phone: - Ext.

E-mail: osher@uconn.edu

Gender Identity: How do you describe yourself? No Answer

Click the "Next" button if your information is correct. If you need to go back to the "Check Out: Payment Method" page, then click the "Previous" button.

Previous Next

© University of Connecticut Disclaimers, Privacy & Copyright Accessibility

F) Next, review the information on the "Check Out: Purchase" page.

Home | Osher Lifelong Learning | Check Out: Purchase

campusce.net/uconn/cart/Checkout5.aspx

UCONN UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard Sign Out Help Cart Account Course Catalog

Check Out: Purchase

Review the information on this page.

Almost done!

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order.

Once final payment is received and processed, you will receive an email confirmation of your registration.

Parking:

Where am I entitled to park?

You can park in the UConn Waterbury attached garage located at 55 North Elm Street or the Scoville Street Garage with a valid parking permit. Purchase a parking permit online for the semester through UConn's Parking Services department by visiting: <https://park.uconn.edu> Or: use the new PayByPhone: Mobile Parking service

Please note that OLLI and the Waterbury Campus do not administer or replace parking decals for UConn/Campus-related parking. Semester parking decals can be purchased directly from University Parking Services, in Storrs, CT. If you do not choose to use UConn parking, you can use other private or municipal parking options. Carpooling is another way to reduce traveling and parking expenses.

OLLI members WITH PERMITS are permitted to park on levels 2-3 in the attached UConn garage (entrance on North Elm St.) on FRIDAYS ALL DAY, and after 5pm ONLY on Monday through Thursday AND/OR on levels 5-6 the Scovill St. Parking Garage (33 Scovill St.) any day, any time.

Please find other parking information and rates on OLLI's Parking and Directions webpage: <http://olli.uconn.edu/parking-and-directions/>. If you would like to utilize OLLI at UConn's parking options, please apply for a parking permit at the following webpage: <https://park.uconn.edu/olli-parking-information/>

If you have any issues, questions, concerns, or special accommodations regarding parking, please contact UConn Parking Services directly at 860-486-9430

BEFORE YOU GO... Please consider donating to OLLI at UConn to support lifelong learning. Click here to access our donation webpage: <https://uconn.givecom.com/causes/1762-the-osher-lifelong-learning-institute-olli-at-the-university-of-connecticut>

G) If you want to change your billing information, then click the “Change” button by “Billing Information.” If you want to change your payment information, then click the “Change” button by “Payment Information.” When you’re done reviewing this page, click the “Purchase” button.

Here is the check view.

Home | Osher Lifelong Learn... x Check Out: Purchase x +

campusce.net/uconn/cart/CheckOut5.aspx

ITEM	PRICE	DETAILS
The Biology of the Honey Bee Section 1 12:00 PM-1:30 PM, 9/6/2024 - 10/4/2024 5 Sessions Location: Instructor: Alphonse Avitabile	\$28.00	
	Subtotal:	\$28.00
	Balance:	\$28.00

BILLING INFORMATION [Change](#) ← If you want to change your billing information, then click here.
Bernard Osher
99 East Main Street
Waterbury, CT 06702

PAYMENT INFORMATION [Change](#) ← If you want to change your payment information, then click here.
Bernard Osher
Check number:

When you're done reviewing this page, click the "Purchase" button. If you want to go back to the "Check Out: Billing Information" page, then click the "Previous" button. →

[Previous](#) [Purchase](#)

© University of Connecticut Disclaimers, Privacy & Copyright Accessibility

Here is the credit card view.

Home | Osher Lifelong Learn... x Check Out: Purchase x +

campusce.net/uconn/cart/Checkout5.aspx

ITEM	PRICE	DETAILS
The Biology of the Honey Bee Section 1 12:00 PM-1:30 PM, 9/6/2024 - 10/4/2024 5 Sessions Location: Instructor: Alphonse Avitabile	\$28.00	
		Subtotal: \$28.00
		Balance: \$28.00

BILLING INFORMATION [Change](#) ← If you want to change your billing information, then click here.
Bernard Osher
99 East Main Street
Waterbury, CT 06702

PAYMENT INFORMATION [Change](#) ← If you want to change your payment information, then click here.
Bernard Osher
Credit card to be processed by an external payment service

When you're done reviewing this page, click the "Purchase" button. If you want to go back to the "Check Out: Billing Information" page, then click the "Previous" button.

Previous Purchase

© University of Connecticut Disclaimers, Privacy & Copyright Accessibility

H) If you are paying with a credit card, then you will be brought to TouchNet, UConn’s payment processing site. Here, fill out your payment, account, billing, and contact information. Then, review the “Refunds Policy Agreement” section and check the checkbox. Lastly, click the “Continue” button and follow any remaining steps to complete your order.

Home | Osher Lifelong Learn... x uPay x +

secure.touchnet.com/C21646_upay/web/home.jsp

Payment

Payment Information * Indicates required information
Total: \$93.00
Payment Method: Credit Card

Account Information * Indicates required information
Credit Card Type: Select a Credit Card Type
Account Number:
Expiration Date: 07 2024
Security Code:
Name on Card: Bernard Osher

Billing Information * Indicates required information
Street Address 1: 99 East Main Street
Street Address 2:
City: Waterbury
State: Connecticut
Zip Code: 06702
Country: United States

Contact Information * Indicates required information
Email: osher@uconn.edu

Refunds Policy Agreement * Indicates required information
Refunds will not be issued.
 By checking this box you are agreeing to the above Refunds Policy Agreement

Cancel Continue

Step 1: Fill out your payment, account, billing, and contact information.

Step 2: Check this box.

Step 3: Click "Continue" and follow any remaining steps or click "Cancel" to stop the order.

Privacy Policy | Refunds Policy

When done, you will be shown a confirmation page.

Confirmation

A confirmation page will be generated for you.

Your order has been submitted. Please print a receipt for your records.

ORDER SUMMARY

ORDER NUMBER: 020769 ORDER DATE: Thursday, July 25, 2024 STUDENTID: CE1015746

ITEM	STATUS	PRICE	DETAILS
The Biology of the Honey Bee Section 1 12:00 PM-1:30 PM, 9/6/2024 - 10/4/2024 5 Sessions Location: Instructor: Alphonse Avitabile	Registered Not Paid	\$28.00	
	Subtotal:	\$28.00	
	Payment:	\$28.00	
	Previous payments:	\$0.00	
	Balance:	\$28.00	

BILLING INFORMATION

Bernard Osher
99 East Main Street
Waterbury, CT 06702

PAYMENT INFORMATION

Bernard Osher
Check number: