

New Member Registration Guide

New Members

Am I a New Member?

You are a New Member if:

1. You've *never* registered for an OLLI at UConn membership. This includes both paper *and* online registration.
OR
2. You have not purchased or renewed an OLLI at UConn annual membership since the Spring 2013 semester. (If you have purchased an Annual Membership, at any time, from Fall 2013 – Present, then you are a “Returning Member”).

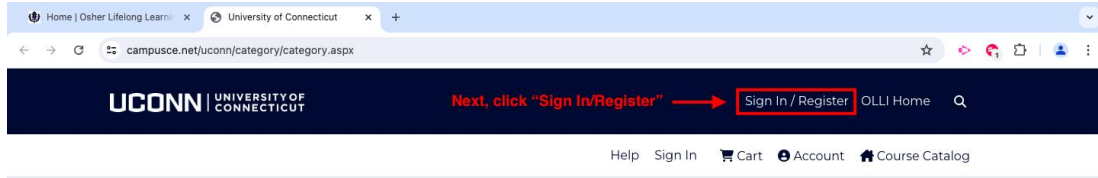
Step 1) Navigate to the registration system.

- 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 the URL 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 links such as "About Us", "FAQs", "Parking and Directions", "Get Involved", "Membership", "Instructors", "Courses", "Online Registration", and "Forms". A search bar is also present. The main content area features a large banner for "The Fall 2024 Course Catalog is Now Available!". To the right of the banner, there is a calendar for August 2nd showing a "Fall Open House" event. Below the calendar, a red button labeled "Take A Class Or Join OLLI Now" is highlighted with a red box. Further down, there are buttons for "Giving" (DONATE TO OLLI!) and "Planned Giving".

Step 2) Create a new registration account.

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!

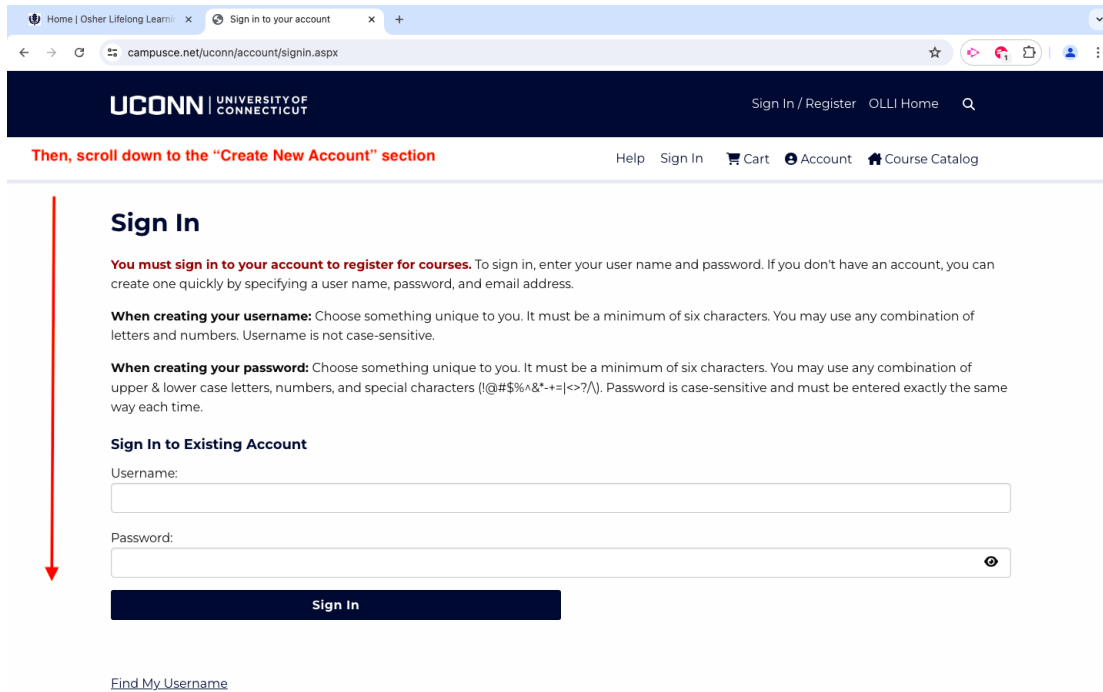
Simply click on the tiles below to find courses, registration help, and much more.

"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) Scroll down to the “Create New Account” section.



C) Create your username and password, retype your password, and type and retype your email address. Then, click the “Create Account” button.

Home | Osher Lifelong Learn... x Sign in to your account x +

campusce.net/uccnn/account/signin.aspx

[Find My Username](#)
[Reset My Password](#)

Create New Account **Step 1: Create your username & password, retype your password and type & retype your email address.**

Username:

Password:

Retype password:

Email:

Retype email:

Create Account ← **Step 2: Click the "Create Account" button**

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D) Next, enter your contact information in the designated fields.

Home | Osher Lifelong Learn... x My Information x +

campusce.net/uccnn/account/signin.aspx

UConn UNIVERSITY OF CONNECTICUT Sign In / Register OLLI Home

Help Sign In Cart Account Course Catalog

My Information
Enter your contact information and then click Submit button. **Enter your contact information in the designated fields.**

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

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

E) When you’re done entering your contact information, click the “Submit” button.

Home | Osher Lifelong Learning | My information

campusce.net/uconn/account/signin.aspx

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)

How did you hear about us?

Secret Question:

Secret Answer:

Gender Identity: How do you describe yourself?

Citizen:

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.

When you're done entering your contact information, click the "Submit" button. →

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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 an Annual Membership.

Home | Osher Lifelong Learning | University of Connecticut

campusce.net/uconn/category/category.aspx

UConn | UNIVERSITY OF CONNECTICUT

Sign In / Register | OLLI Home

Welcome, Bernard

You know you're signed in when your name appears in the top-left corner and you see "Sign Out" instead of "Sign In."

Sign Out | Help | Cart | Account | Course Catalog

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.*

Membership | Special Events | Projects | Registration Support

Step 3) Add the OLLI at UConn Annual Membership to your shopping cart.

A) Click on the “Membership” tile.

Home | Osher Lifelong Learning | University of Connecticut

campusce.net/uconn/category/category.aspx

UConn | UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard

Sign Out Help Cart Account Course Catalog

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.*

Click on the "Membership" tile.

Membership Special Events Projects Registration Support

B) Click the “Add To Cart” button.

Home | Osher Lifelong Learning | Membership | University of Connecticut

campusce.net/uconn/course/course.aspx?catid=202

UConn | UNIVERSITY OF CONNECTICUT

Sign In / Register OLLI Home

Welcome, Bernard

Sign Out Help Cart Account Course Catalog

Membership

Annual Membership

Valid:

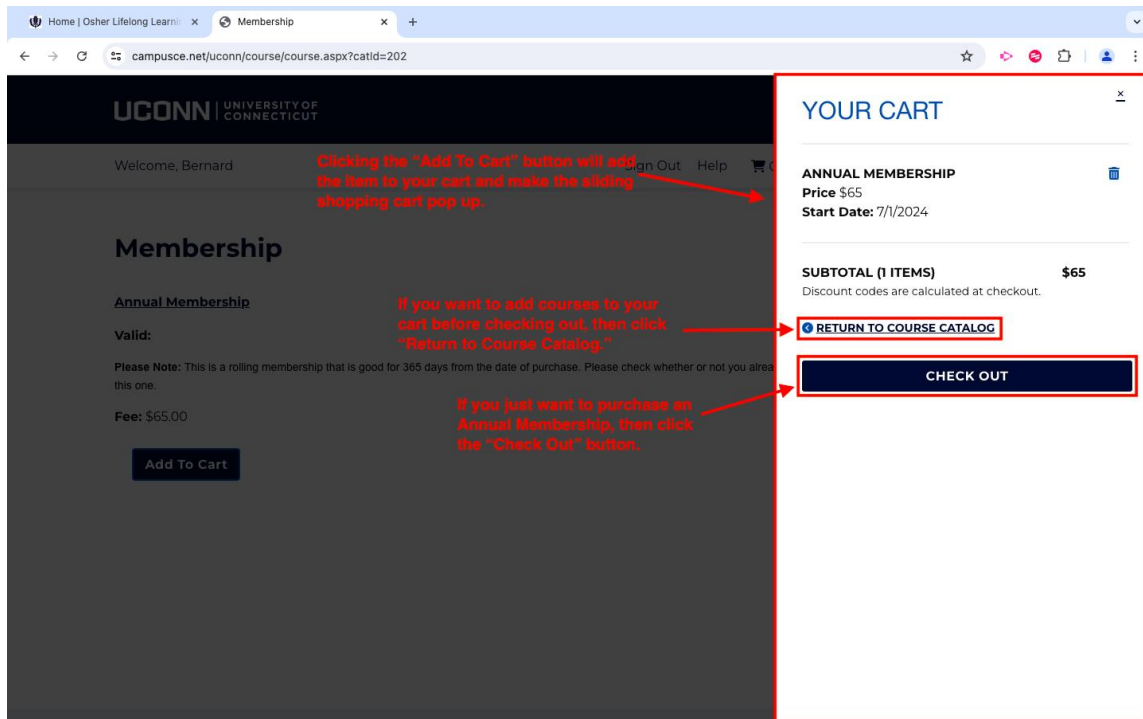
Please Note: This is a rolling membership that is good for 365 days from the date of purchase. Please check whether or not you already have an active membership before registering for this one.

Fee: \$65.00

Add To Cart

Click the "Add To Cart" button.

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 see **Step 4** below. If you just want to purchase an Annual Membership, then click the “Check Out” button.



Step 4) Choose your classes.

A) Adding courses to your shopping cart follows the same process as adding the Annual Membership. However, instead of clicking on the “Membership” tile, click on the “Courses” tile and then choose a category that the course fits into. Click “Return to Course Catalog” after each course is added to your cart if you want to add more. 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 **Step 3** above.

Welcome to the OLLI at UConn registration site!

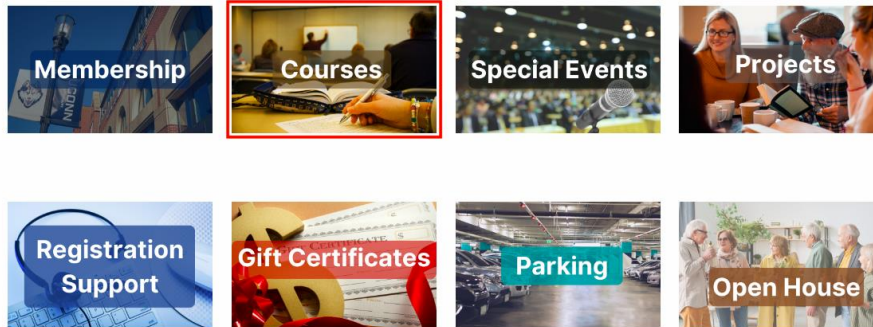
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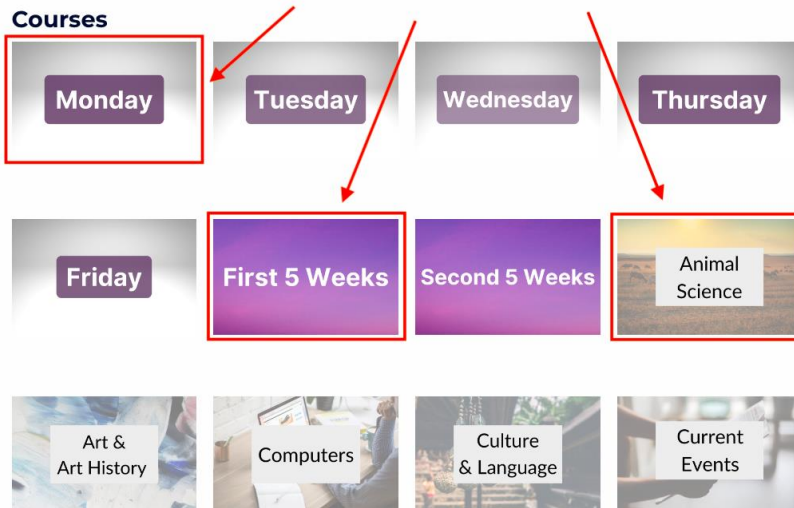
"If you have a lapsed membership, or are a first-time member, please make sure that you add a new membership to your cart prior to trying to register for your courses. This will ensure that the "Add to Cart" button shows up.

"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.

To add courses to your cart, click the "Courses" tile.



Click on a category that the course fits into.



Welcome, Bernard

Sign Out Help Cart Account Course Catalog

First 5 Weeks

The Biology of the Honey Bee

Fee: \$28.00

Dates: 9/6/2024 - 10/4/2024

Times: 12:00 PM - 1:30 PM

Days: F

Sessions: 5

Building: Main Building

Room: 203

Instructor: [Alphonse Avitabile](#)

Video Recording:

This course will deal with the anatomy of the honey bee, the social structure of a bee colony, and how honey bees exploit the environment to collect water, pollen, nectar, honeydew and propolis.

Add To Cart

Check Availability

When you find the course(s) that you're interested in taking, click the "Add To Cart" button underneath each.

Welcome, Bernard

Like with adding the Annual Membership to your cart, adding other items will cause the sliding shopping cart to pop up.

First 5 Weeks

The Biology of the Honey Bee

Fee: \$28.00

Dates: 9/6/2024 - 10/4/2024

Times: 12:00 PM - 1:30 PM

Days: F

Sessions: 5

Building: Main Building

Room: 203

Instructor: [Alphonse Avitabile](#)

Video Recording:

When you are done adding courses to your cart, click the "Check Out" button.

Add To Cart

Check Availability

YOUR CART

ANNUAL MEMBERSHIP

Price \$65

Start Date: 7/1/2024

THE BIOLOGY OF THE HONEY BEE

Price \$28

Start Date: 9/6/2024

SUBTOTAL (2 ITEMS)

\$93

Discount codes are calculated at checkout.

[RETURN TO COURSE CATALOG](#)

CHECK OUT

B) 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, 'UNIVERSITY OF CONNECTICUT', and links for 'Sign In / Register', 'OLLI Home', and a search icon. Below this is a secondary navigation bar with 'Welcome, Bernard', 'Sign Out', 'Help', 'Cart', 'Account', and 'Course Catalog'. The main heading is 'Shopping Cart' with a sub-heading 'Preview the items in your cart. When you are ready to purchase, click Check Out.' and a 'Continue Shopping' button. A link for parking information is provided: 'For parking information, please click here: https://oll.uconn.edu/parking-and-directions/'. The cart items are listed in a table with columns for 'ITEM', 'PRICE', and 'DETAILS'. The first item is 'Annual Membership' for \$65.00, and the second is 'The Biology of the Honey Bee' for \$28.00. The total is \$93.00. A 'Check Out' button is at the bottom right. Three red annotations with arrows point to specific elements: 'Step 1: Review the items in your cart to make sure you have everything you want to register for.' points to the 'Continue Shopping' button; 'Step 2: Answer the “How did you hear about us?” field by clicking the drop-down menu and choosing an option.' points to a dropdown menu with the text '*How did you hear about us?' and '--Select One--'; 'Step 3: Click the “Check Out” button.' points to the 'Check Out' button. A fourth red annotation points to the 'Remove item' link for the first item: 'If you want to remove an item from your cart, then click the “Remove Item” button.'

ITEM	PRICE	DETAILS
Annual Membership Section 1 12:00 AM-12:00 AM, 7/1/2024 - 6/30/2025 0 Sessions Location: Instructor:	\$65.00	Remove item
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	Remove item
TOTAL:	\$93.00	

Step 5) 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 \$100, and you know you have a credit for \$26, 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.

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:

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

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

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.divecoms.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.

0 Sessions
Location:
Instructor:

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

Subtotal: \$93.00
Balance: \$93.00

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

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Here is the credit card view.

0 Sessions
Location:
Instructor:

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

Subtotal: \$93.00
Balance: \$93.00

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

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- l) 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.

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

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.

Cancel Continue

Privacy Policy Refunds Policy

When done, you will be shown a confirmation page.

Home | Osher Lifelong Learning | Order Receipt

campusce.net/uccn/cart/OrderReceipt.aspx

UConn UNIVERSITY OF CONNECTICUT Sign In / Register OLLI Home

Welcome, Bernard Sign Out Help Cart Account Course Catalog

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: 1020766 ORDER DATE: Thursday, July 25, 2024 STUDENTID: SE1015746

ITEM	STATUS	PRICE	DETAILS
<u>Annual Membership</u>	Registered	\$65.00	
Section 1	Not Paid		
12:00 AM-12:00 AM, 7/1/2024 - 6/30/2025			
0 Sessions			
Location:			
Instructor:			
<u>The Biology of the Honey Bee</u>	Registered	\$28.00	
Section 1	Not Paid		
12:00 PM-1:30 PM, 9/6/2024 - 10/4/2024			
5 Sessions			
Location:			
Instructor: Alphonse Avitabile			
		Subtotal:	\$93.00
		Payment:	\$93.00
		Previous payments:	\$0.00
		Balance:	\$93.00

BILLING INFORMATION
Bernard Osher
99 East Main Street
Waterbury, CT 06702

PAYMENT INFORMATION
Bernard Osher
Check number: