

Returning Member Registration Guide

Returning Members

Am I a Returning Member?

You are a Returning Member if:

1. You are a Returning Member if you've purchased an OLLI at UConn Annual Membership, at any time, from the Fall 2013 semester to present.

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: 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" and a sidebar with a calendar for August 2nd (Fall Open House) and a prominent red button labeled "Take A Class Or Join OLLI Now". A red arrow points from the "Step 1" text to the "Take A Class Or Join OLLI Now" button. Below the button, there are sections for "Giving" (with a "DONATE TO OLLI!" button) and "Planned Giving".

Step 2) Sign into existing account.

All returning members 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!

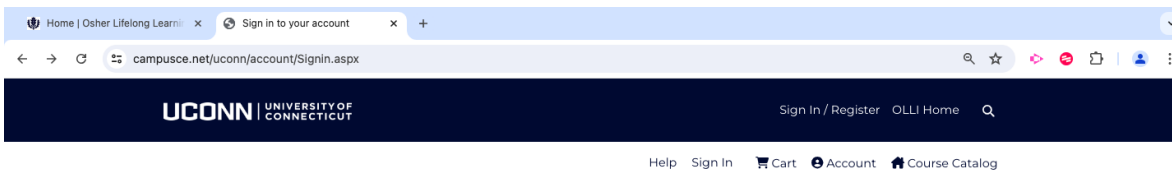
Simply click on the tiles below to find courses, registration help, and much more.

"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:

Sign In

Step 1: Enter your username and password

Step 2: Click "Sign In"

[Find My Username](#)

[Reset My Password](#)

← If you forgot your username, then click here and follow the steps.

← 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.



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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.*



Step 3) 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. If you don't see the "Add To Cart" button, then it's likely that your Annual Membership will lapse before the start/end of the course. Add an Annual Membership to your cart for the "Add To Cart" button to appear. **Only add the Annual Membership if you are up for renewal.**

Welcome to the OLLI at UConn registration site!

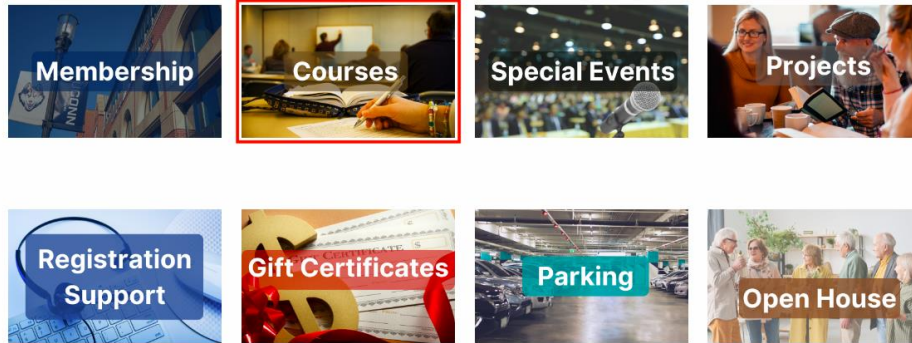
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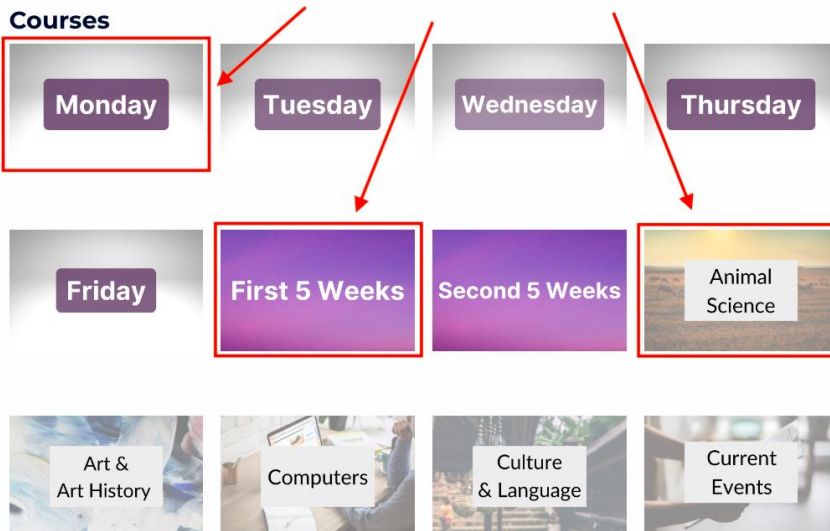
****If you have a lapsed membership, or are a first-time member, please make sure that you add a new membership to your cart prior to trying to register for your courses. This will ensure that the "Add to Cart" button shows up.***

**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.



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.

B) 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 the pictures below.

YOUR CART

THE BIOLOGY OF THE HONEY BEE
Price \$28
Start Date: 9/6/2024

SUBTOTAL (1 ITEMS) \$28
Discount codes are calculated at checkout.

RETURN TO COURSE CATALOG

CHECK OUT

Clicking the "Add To Cart" button will add the item to your cart and make the sliding shopping cart pop up.

If you want to add more courses to your cart before checking out, then click "Return to Course Catalog."

When you're done adding courses to your cart, click "Check Out."

C) 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 University of Connecticut Shopping Cart page. At the top, there is a navigation bar with the UConn logo, 'Sign In / Register', and 'OLLI Home'. Below this is a secondary navigation bar with 'Welcome, Bernard', 'Sign Out', 'Help', 'Cart', 'Account', and 'Course Catalog'. The main content area is titled 'Shopping Cart' and includes a 'Continue Shopping' button. A table lists the items in the cart, with one item highlighted: 'The Biology of the Honey Bee' for \$28.00. A 'Remove Item' link is visible next to the item. Below the table is a 'TOTAL: \$28.00' section. At the bottom of the cart area, there is a 'How did you hear about us?' dropdown menu and a 'Check Out' button. Three red annotations with arrows point to these elements: Step 1 points to the item details, Step 2 points to the dropdown menu, and Step 3 points to the 'Check Out' button.

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

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

Step 2: Answer the “How did you hear about us?” field by clicking the drop-down menu and choosing an option.

Step 3: Click the “Check Out” button.

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.

The screenshot shows a web browser window with the URL `campusce.net/uconn/cart/CheckOut2.aspx`. The page header includes the UConn logo and navigation links like 'Sign In / Register', 'OLLI Home', 'Sign Out', 'Help', 'Cart', 'Account', and 'Course Catalog'. The main content area is titled 'Check Out: More Information' and contains a paragraph: 'In order to complete your enrollment, you are required to mark the checkbox indicating your acknowledgement of the requirements outlined below.' Below this is a checkbox with an asterisk, followed by the text: 'I acknowledge that I must comply with all University masking and vaccination mandates as needed. [Click here to read UConn Campus Covid Guidelines](#)'. A red box highlights the checkbox, and a red arrow points to it with the text 'Step 1: Mark the checkbox'. To the right, there are two buttons: 'Previous' and 'Next'. A red box highlights the 'Next' button, and a red arrow points to it with the text '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.

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

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.

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:

* First name:

Initial:

* Last name:

* Address 1:

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.

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.

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.givecorps.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 Learning | x Check Out: Purchase | x +

campusce.net/uccn/cart/Checkout5.aspx

ITEM	PRICE	DETAILS
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:	\$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](#)

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Here is the credit card view.

Home | Osher Lifelong Learning | Check Out: Purchase

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

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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.

The screenshot shows the 'Payment' page on the uPay system. It contains several sections:

- Payment Information:** Total amount of \$993.00, Payment Method set to 'Credit Card'.
- Account Information:** Fields for Credit Card Type, Account Number, Expiration Date (07/2024), Security Code, and Name on Card (Bernard Osher).
- Billing Information:** Street Address (99 East Main Street), City (Waterbury), State (Connecticut), Zip Code (06702), and Country (United States).
- Contact Information:** Email address (osher@uconn.edu).
- Refunds Policy Agreement:** A checkbox for agreeing to the policy, which is currently unchecked.

 Red arrows point to the 'Credit Card Type', 'Account Number', 'Expiration Date', 'Security Code', 'Name on Card', 'Street Address 1', 'City', 'State', 'Zip Code', 'Country', 'Email', and the 'Continue' button.

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.

When done, you will be shown a confirmation page.

The screenshot shows the 'Order Receipt' page on campusce.net. It includes a header with the UConn logo and navigation links. The main content area features a 'Confirmation' heading and an 'ORDER SUMMARY' table.

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: 1020769 ORDER DATE: Thursday, July 25, 2024 STUDENTID: CE1015746

ITEM	STATUS	PRICE	DETAILS
The Biology of the Honey Bee	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:	\$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: