**Instructions to Register for Membership and Courses using the Online Registration**

**OLLI Membership and Courses**

* Go to <https://www.olliregistration.pitt.edu/wconnect/ace/home.htm> or go to OLLI website and click the link to register for classes.
* Under “Students”, type in your email address associated with OLLI and your password. Click **Log On.**
	+ If you have not reset your password, you will have to do that first. Your initial will be set as the first letter of your first name, first letter of your last name and zip code (for example for Jennifer Engel it would be: je15202). Upon logging in, you will have to change it to something only you know.
	+ New members: If you are not on our mailing list and/or do NOT have an email on file with Osher, click “Sign Up” (bottom of page in center). If you are on our mailing address and have given us an email, see initial password instructions above.
* You will be on your “My Account” page. If you want to register for OLLI courses, click **Enroll in Osher Courses**. If you would like to register for Audit courses, click **Browse Audit Courses**. If you would like to register for both, begin with the Osher courses.
* If you selected Osher courses, you are now on our quick pick page. This page allows you to select courses you know you want to register for QUICKLY.
	+ If your membership is already paid, skip to the next step.
	+ If you need to pay for membership, you will choose which membership you would like. You will only see the 2nd installment payment if you are eligible to register for it. Select the option you want.
* To register for courses, go into each day and session and choose your courses. This will match up with the catalog on page 3. Just click the box beside the course(s) you would like to take. If there is a fee associated with it, the total will add up at the bottom.
* After you are done selecting your options, scroll down. If you would like to make a donation to OLLI or to the OLLI B&S fund, type in an amount.
* Once you are done, click the **Proceed to Checkout** button at the bottom of the page.
* On the next page, if you have:
	+ No balance due, click **Complete Registration.** Your transaction confirmation will appear and you will receive a transaction confirmation via email. You are registered and done!
	+ A balance due, make sure that the payment information that shows up is accurate with the cardholder’s information. Then click **Payment Service**.
	+ On the next screen, put in the following information:
		- Payment Information: Card number and Expiration Date
		- Billing Information: Your address
		- Shipping Information: Click **Copy Billing Information to Shipping Information**
		- Click **Pay Now**. Your receipt will appear and you will receive a receipt via email. You are registered and done!

**Audit Courses**

* Go to <https://www.olliregistration.pitt.edu/wconnect/ace/home.htm>
* If you are not logged in, log in using your username (email) and password.
* Click **Browse Audit Courses**. Note: If you need to pay your membership fee, do that first. See above for instructions.
* Audit courses are broken down by subject/department. Click the department your course is listed under.
* Click the course you are interested in registering for this term.
* Check the information. If it is the correct course, click **Enroll Yourself**.
* If you want to add more, click **Save to Cart and Add More Courses**. If you are done, click **Proceed to Checkout**.
* On the next page, click **Complete Registration**. Your transaction confirmation will appear and you will receive a transaction confirmation via email. You are registered and done!