

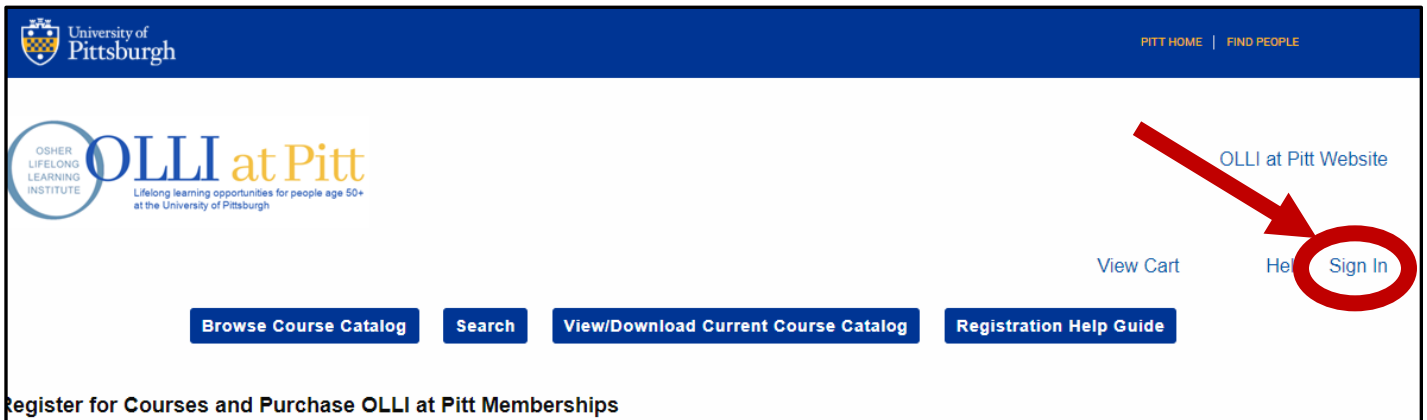
Using your Account on the OLLI at Pitt Registration Website

NOTE: You must be a current OLLI member and logged in to add courses, events, etc. to your shopping cart. Sign in to your existing account, or create an account and sign in:

1. Once you log in, if you aren't a paid member or need to renew membership, add a membership to your cart
2. Browse courses and events; add desired items to your cart
3. Check out to pay
4. Check your email for confirmation

Signing in:

1. Navigate to www.campusce.net/ollipitt in the browser of your choice
2. Click on "Sign In"



3. If you have signed in before, enter your username and password you chose when creating an account in the "Sign In to Existing Account" section, then click "Sign In"

Sign In to Existing Account

Username:

Password:

[Sign In](#)

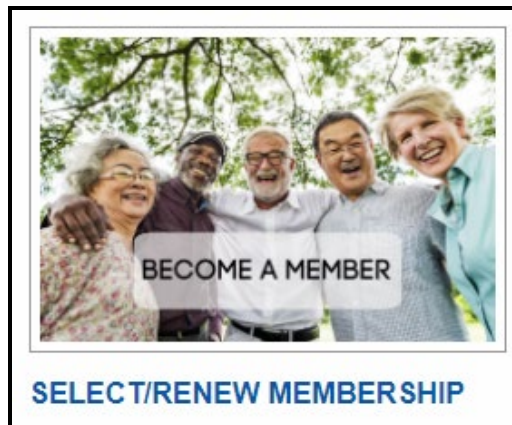
[Find My Username](#)
[Reset My Password](#)

- a. If you already have an account but forgot your username or password, please do not create another account. If you forgot your username or password, select "Find My Username" or "Reset My Password" to get your username and/or password via email.
4. If you have never been to the Campus CE registration website before, or never created an account, use the "Create New Account" section and fill out the required sections to create your new profile. Then, click the "Create Account" button. You will use this username and password each time you want to log in to the Campus CE OLLI at Pitt Registration website.

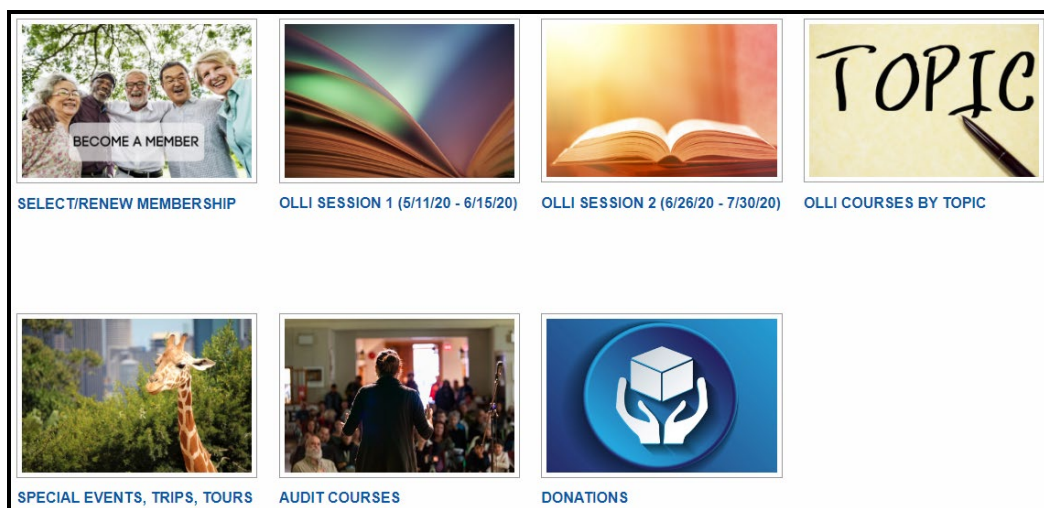
Registering for Memberships, Courses and Events:

Shop for courses, events & activities

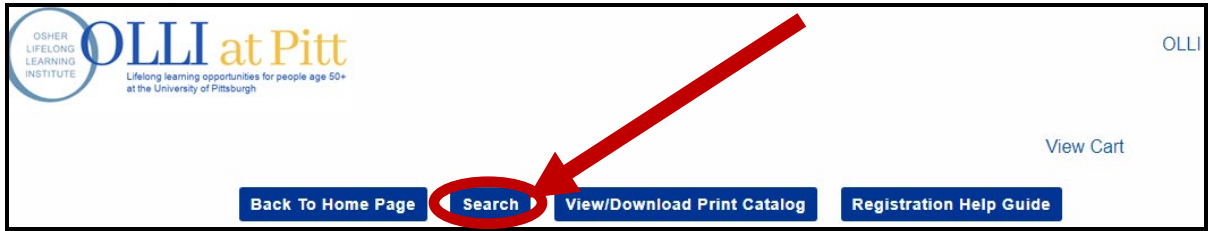
1. Most courses and activities require OLLI membership. If you are not yet a member and wish to join, first select Membership from the catalog options, and add a Membership to your cart. You do not need to check out and pay to view the courses; if a membership is in your cart, you can register for courses and membership simultaneously.



2. There are several ways to View and select Courses and Events. You can:
 - a. Browse courses by topic by clicking on the picture link for courses by topic
 - b. Browse courses by when they are scheduled by clicking on the picture links for each of the sessions, and also the “Special Events, Trips, Tours” and “Audit Courses” sections. You can also make a donation.



c. If you have a specific course or topic in mind, you can utilize the “Search” function



3. Scroll through the list of options and click “Add to Cart” for the courses for which you would like to register.
4. To view the instructor’s biography, hover over the instructor’s name.
5. Continue shopping by clicking “Back to Home Page.”
6. At any time, view the items in your cart by clicking on “View Cart,” located in the upper right corner of the browser page.

Check out and pay:

1. Online registration accepts credit card payments only.
2. When you’ve selected all desired items, you can check out from your cart. Click on “VIEW CART” in the upper right of the page. Please review the items in your cart for accuracy and schedule availability prior to checking out. Click “**CHECK OUT**”.
3. Review your information such as name, address, phone, birthdate to assure it is correct. If you need to correct anything, click EDIT PROFILE. If it is all correct, click **NEXT** at the **bottom right of the screen**.
4. Review your additional information and **assure you have agreed to the OLLI Liability waiver by checking the box at the bottom of the page**. Then click NEXT. (You will not be able to go further if you do not check the box for the OLLI Waiver)
5. Type in a PROMO CODE if you have one, then click **NEXT**.
6. Follow the instructions for billing address. Be sure to click “**PURCHASE**” in lower right corner. If you are a paid member, you will see an **ORDER CONFIRMATION**. If you need to pay a fee, you will proceed to payment screen. Insert your credit card information and click **PAY NOW** at the bottom of the page.

Managing your Account:

From the “My Account,” link while logged in you can:

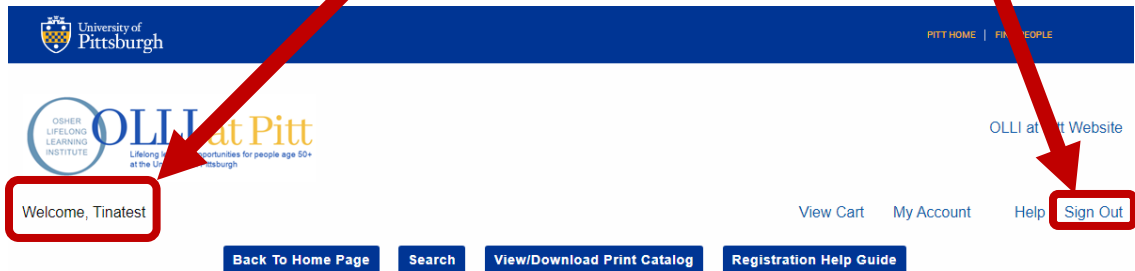
- Change your Username or Password
- Update your Contact Information
- Review your Membership Status
- View your Class List

Troubleshooting “Sign In” Tips:

Tip #1
Make sure you are signing in to the correct place for existing accounts, and not creating a new account:

The image shows two login forms side-by-side. The left form is titled "Sign In to Existing Account" and contains fields for "Username:" and "Password:", a "Sign In" button, and links for "Reset My Password" and "Find My Username". This form is enclosed in a red rounded rectangle with a red arrow pointing to it from below. The right form is titled "Create New Account" and contains fields for "Username:", "Password:", "Retype password:", "Email:", and "Retype email:", and a "Create Account" button.

Tip #2
If you are having trouble finding the sign in page, it may be that you are already logged in. When you are logged in, the top left of the browser says “Welcome, [Your Name]” and the right-most link will say “Sign Out.” This is what the home page looks like while logged in:



OLLI Summer Registration is delayed due to the Coronavirus Pandemic and the need to pivot and offer online courses for our Osher members.

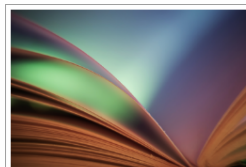
In the meantime, please do the following:

- 1) Click on "**Sign In**"
- 2) Type the username and password that were emailed to you in two separate emails.
- 3) You will immediately be prompted to change your password.
- 4) After changing your password, write it down or store it for future use.
- 5) Take a few moments to look at the structure of the new registration pages so that you are familiar with it when it opens for membership renewal/purchase and course registration.

When you are signed in, your name will appear on the top left of this page. If you need assistance, contact the OLLI staff at osher@pitt.edu



[SELECT/RENEW MEMBERSHIP](#)



[OLLI SESSION 1 \(5/11/20 - 6/15/20\)](#)



[OLLI SESSION 2 \(6/26/20 - 7/30/20\)](#)



[OLLI COURSES BY TOPIC](#)

Tip #3

The website displays the **SAME** message if you have entered your username OR password incorrectly. Unless you have *specifically* changed your username to something different, your username will be the email that you have given to OLLI for your profile.

If your password OR username are incorrect, it will display the following message above where you entered the credentials:

Sign In to Existing Account
Invalid username or password.
Username:

If you have entered your email correctly (unless you changed your username to something else, then you should use what you chose), then it is most likely that your password has been entered incorrectly. You can try to reenter it, or if you don't remember, you can click either of the links located below the "Sign In" button: "Find my username" to have your username emailed to you, or "Reset My Password" to generate a password-reset email that will be sent to your inbox.

Sign In to Existing Account

Username:

Password:

Sign In

Reset My Password

Find My Username

Click this to have a password reset sent to your email. This is the same email that is sent when OLLI manually resets passwords.

Click this to have your username sent to your email