

# WHAT DO YOU MEAN I HAVE TWO USERNAMES?

Does this sound like you? With the increased use of Pitt computer accounts/usernames, and the new system, there is bound to be some confusion. Here are some helpful hints to differentiate the two systems and accounts.

## CURRENT MEMBERS

- If you have been a member before, you already have both of these accounts (even if you do not realize it). If you do not know your accounts, please contact the Pitt OLLI office at [osher@pitt.edu](mailto:osher@pitt.edu) or 412-624-7308.

## NEW MEMBERS

- When you register for membership, we manually create a Pitt account for you. You will receive an e-mail message from the OLLI student worker or Pat Szczepanski with your username and password. Instructions to change your password and set security questions are included in the e-mail. You **MUST** set up all of your security questions in order to reset your own password in the future. If you do not do that, it can take a few weeks to request a password reset.

### Pitt Username/Computer Account

[my.pitt.edu](http://my.pitt.edu)

**USERNAME:** It will usually be your initials with a two- or three-digit number. For example: JLE22

**PASSWORD:** It will be e-mailed to you from the OLLI student worker or Pat Szczepanski (check your spam). You **MUST** change your password and set all three security questions on [my.pitt.edu](http://my.pitt.edu).

**WHAT IS IT?** - This site handles Pitt systems (see below). This username works for all of those sites.

#### WHAT THIS SITE AND ACCOUNT IS USED FOR:

- To access Wi-Fi on Pitt's campus
- To connect to the library system (electronically, from a non-Pitt device)
- To change account settings (password, security questions, etc.)
- CourseWeb – for audit classes
- To access OLLI course evaluations (NEW)
- To connect to Pitt's emergency notification system (ENS)

### OLLI New Registration System

[www.olliregistration.pitt.edu/wconnect/ace/home.htm](http://www.olliregistration.pitt.edu/wconnect/ace/home.htm)

**USERNAME:** It will be the e-mail address that you use for OLLI-related items.

**PASSWORD:** It will initially be set as your first letter of your first name, first letter of your last name, and zip code. (For example, Jennifer Engel would be: je15202.) Upon logging in, you will have to change it to something only you will know.

**WHAT IS IT?** – This site connects to the OLLI system that handles your membership and registrations.

#### WHAT THIS SITE AND ACCOUNT IS USED FOR:

- To purchase your membership
- To register for classes
- To see classes that are available (before and after actual registration begins)
- To check your room locations for classes
- To view your course history since 2013

Orientation and training sessions on the registration system and how to use your Pitt computer account will take place in November and December. Upcoming dates are as follows: November 22 from noon to 1 p.m.; November 29 from 1:30–2:30 p.m.; November 30 from 1–2 p.m.; December 5 from 12:30–2:30 p.m.; and December 12 from 11 a.m.–1 p.m. You also can schedule a private appointment by contacting us at [osher@pitt.edu](mailto:osher@pitt.edu) or 412-624-7308. Additional dates will be offered in January.

# 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 the Osher Web site and click on the link to register for classes.
- Under “Students,” type in your e-mail address associated with OLLI and your password. Click **Log On**.
  - ◆ If you have not reset your password, you will have to do that first. Instructions to reset your password can be found here: **on page 27**.
  - ◆ New members: If you are not on our mailing list and/or do NOT have an e-mail address on file with Osher, click “Sign Up” (bottom center of the page). If you are on our mailing list and have given us an e-mail address, see password instructions on page 27.
- 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.
  - ◆ New members: If you are not on our mailing list and/or do NOT have an e-mail address on file with Osher, click “Sign Up” (bottom center of the page). If you are on our mailing list and have given us an e-mail address, see password instructions on page 27.
- If you need to pay for membership, you will choose which membership you would like. You will only see the second 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 Bobenage/Szczepanski Honorary OLLI Membership 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 e-mail. 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 e-mail. You are registered and done!

## Audit Courses (only preapproved audits)

- Go to <https://www.olliregistration.pitt.edu/wconnect/ace/home.htm>
- If you are not logged in, log in using your username (e-mail) 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 e-mail. You are registered and done!