

# Instructions for OLLI Online Registration - Returning Users

## Registration Instruction Video for Returning Users

For information on how to register, please click on the [registration instructions video](https://sonomastate.zoom.us/rec/share/8wUGFGFZWN3E2pmmOgxtDF7kjlRxnVNsd4rHIUKXesxLnQ0fi1NMF01--ZKguGQ.bDaBWAwb5ujiATdh) (<https://sonomastate.zoom.us/rec/share/8wUGFGFZWN3E2pmmOgxtDF7kjlRxnVNsd4rHIUKXesxLnQ0fi1NMF01--ZKguGQ.bDaBWAwb5ujiATdh>) link.

## Step by Step Registration Instructions

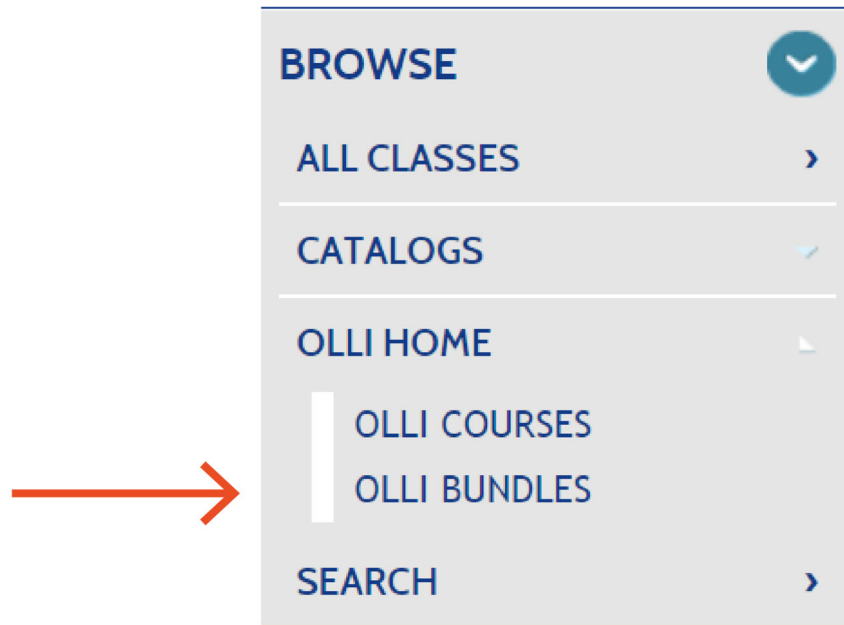
1. If you've already set up your profile, you can simply click the [online registration](https://csusonoma.augusoft.net/index.cfm?fuseaction=1010&catalogid=2) (<https://csusonoma.augusoft.net/index.cfm?fuseaction=1010&catalogid=2>) link. If you are already logged in, proceed to step 4.
2. Then click log in by entering your username (your email) and your password.



3. Log in by entering your username (your email) and your password.

A screenshot of the "Sign In" form. The form is titled "Sign In" and includes the text "Use your username and password to sign in here. Please note that the password is case sensitive." Below this text are three input fields: "Select User Type" (a dropdown menu), "Username", and "Password". There are two links: "Forgot your username?" and "Forgot your password?". A green "Sign In" button is at the bottom of the form. A red box surrounds the entire form, and an orange arrow points to it from the left.

4. If you are planning on registering for more than one **\*6 Week Class\*** select **Bundle A** or **Bundle B**. When registering online, first select the "OLLI BUNDLES" Tab on the left hand side.

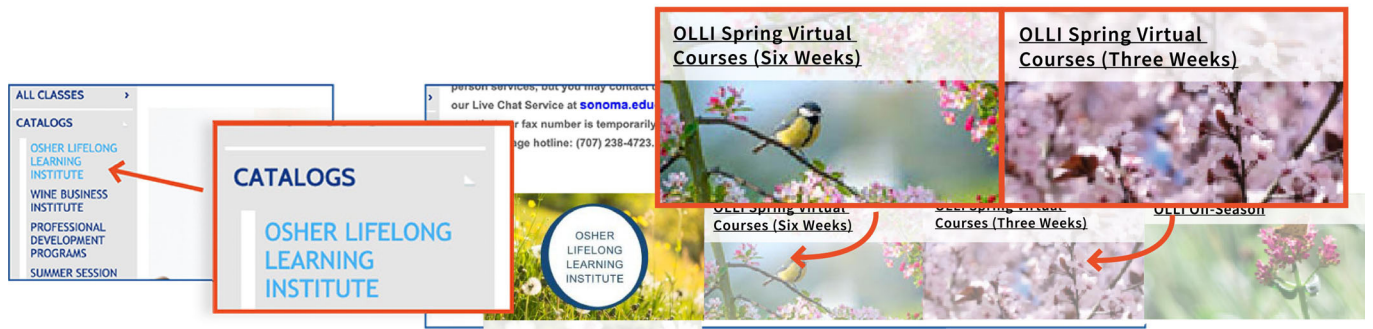


5. From the drop down list, please select your preference. The bundle must be selected, before selecting your classes.

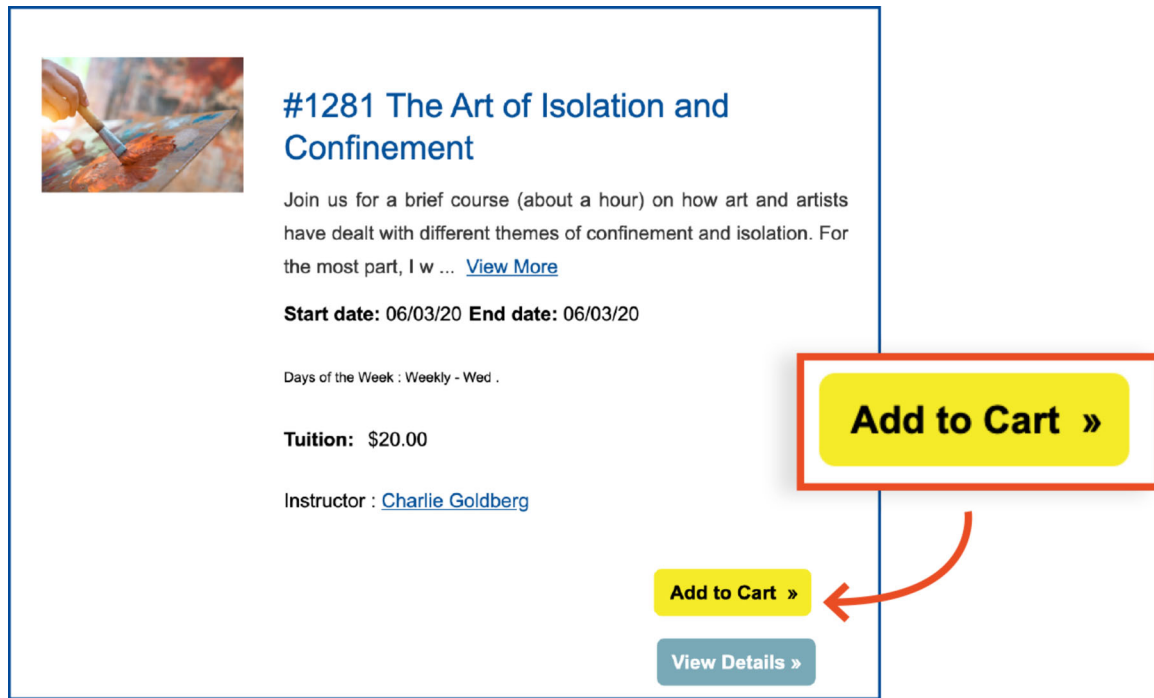
A screenshot of a dropdown menu for selecting a bundle. The menu is light gray. At the top, it says 'None Specified' and 'No Thanks'. Below this, there are two options: 'Bundle A: 2 Classes (6 wk) (\$150.00)' which is highlighted in blue and has a white checkmark to its left, and 'Bundle B: 3 or more Classes (6 wk) (\$225.00)'. At the bottom of the menu are two buttons: a green 'Submit' button and a red 'Cancel' button.

**Our Bundle Pricing is designed for 2 or more 6 Week Classes.** If you are only interested in 3-wk and à la carte classes, you do not need to purchase a bundle.

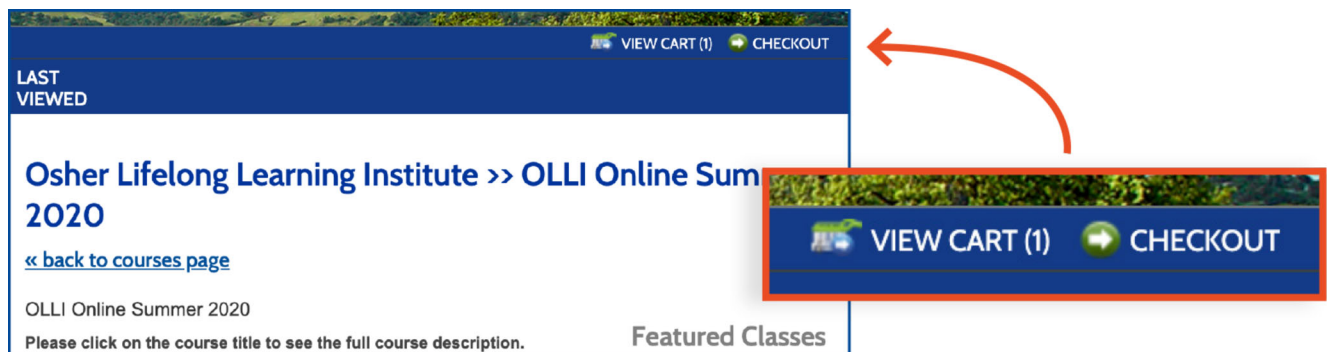
6. Click Catalogs on the left margin and select **Osher Lifelong Learning Institute**. Then click on either **OLLI Six Week**, **OLLI Three Week**, **OLLI a la Carte** or **OLLI Off Season** to view our course offerings.



7. Select desired classes by clicking the **Add Cart** button.



8. Then select **Checkout** in top right corner (in small white print on blue bar).




9. This will take you to a **Shopping Cart** page where you can view your contact info and the classes you have selected. Click **Agree to Refund Policies** (you may read them first by clicking on **Policies**).

10. Then at the bottom you may either **Add Additional Classes** or **Checkout**.

The screenshot shows a web form for class registration. It is divided into three main sections: Student Details, Class Details, and Amount. The Student Details section contains contact information for Eek LeAnne. The Class Details section lists a specific class and its start date. The Amount section shows a registration cost of \$20.00. A red box highlights the 'Agree to Policies' checkbox. A red arrow points from the 'Remove Class' button to the 'Agree to Policies' checkbox. Another red arrow points from the 'Checkout' button to the 'Choose Additional Classes' button. A third red arrow points from the 'Choose Additional Classes' button to the 'Checkout' button. The form also includes a 'Total' section showing \$20.00 and a 'Discounts and Checkout' section with a text input for a discount code and buttons for 'Apply Promo Code', 'Checkout', 'Clear Cart', and 'Choose Additional Classes'.

| Student Details  | Class Details  | Amount   |
|--|--|--|
| <a href="#">Eek LeAnne</a><br>leanne@abrightideaonline.com<br>210 Archer St<br>Bel Air, MD 21014<br>410-836-7180 | #1281 The Art of Isolation and Confinement<br>Start Date: 6/3/2020, Instructor: Goldberg | <input type="checkbox"/> Agree to Policies<br><a href="#">Remove Class</a><br>Class Registration Cost: \$20.00 |
| <b>Total</b>   |  |  |
| <b>Total</b>   |  | <b>\$20.00</b>   |
| <b>Discounts and Checkout</b>  |  |  |
| Enter your discount (class) code below, if you have one:   |  |  |
| <input type="text"/>   |  |  |
| <a href="#">Apply Promo Code</a>   |  |  |
| <a href="#">Checkout</a> <a href="#">Clear Cart</a> <a href="#">Choose Additional Classes</a>                    |  |  |

11. If you choose **Add Additional Classes**, click on the **OLLI Six Week, OLLI Three Week, OLLI a la Carte or OLLI Off-Season** or **OLLI a La Carte** again for our OLLI offerings. After adding a class, select **Checkout** in top right corner (in small white print on blue bar). **Agree to Refund Policies** for your added class, then click **Checkout**.




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International Education

[advanced search options >](#)

You are not logged in.

[LOGIN/CREATE ACCOUNT](#)


[VIEW CART \( 0 \)](#)

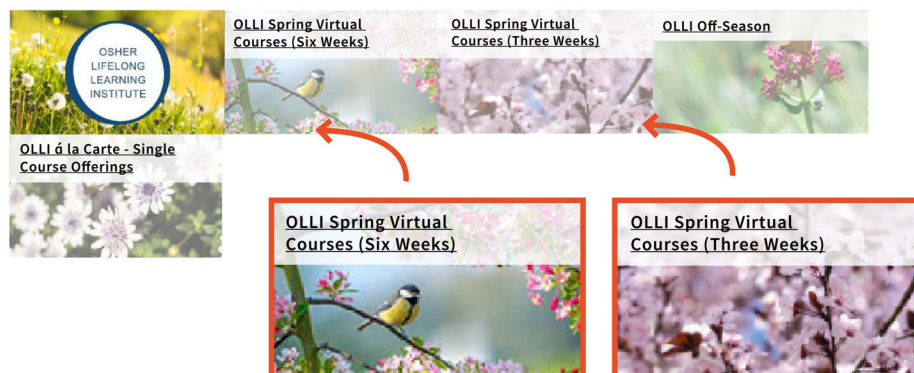
**BROWSE**

- ALL CLASSES >
- CATALOGS >
- CONTACT US >
- SEND ME A CATALOG >
- SEARCH >

**LAST VIEWED**

## Courses

PLEASE NOTE: To be clear, there are no confirmed cases of COVID-19 at SSU at this time. Registration for Fall 2020 classes, including Professional Development classes, is currently open. Our School has temporarily suspended all in-person services, but you may contact us by email at [extendeded@sonoma.edu](mailto:extendeded@sonoma.edu) or via our Live Chat Service at the bottom of the page.



- To check out, select **Credit Card** for method of payment. Click **Continue Check Out** at bottom right hand corner and enter payment information. Then click **Continue Checkout** at the bottom right hand corner again. Then click the **Submit Payment** button at bottom right corner. At this point, your card will be charged, and you will be registered for your selected classes.

Select Method of Payment

New Payment Methods

☐ Credit Card

☐ Electronic Check

checkoutsign out

School of Extended and International Education

Enter credit card information

Credit Card Number

\*

Expiration Month

Select Month

\*

Expiration Year

Select Year

\*

Cardholder Name

\*

Address

\*

Enter the address where you receive the bill for this card.

City

\*

State/Province/Region

\*

Zip/Postal Code

\*

Country

United States

Card ID Code

\*

Enter the three or four digit code from your card. [Help](#)

AMERICAN EXPRESS

Card

DISCOVER

NEW

MasterCard

VISA

We accept:

JCB

Amex

Total Amount: \$20.00

(You'll have a chance to review this order before it's final.)

Continue Checkout

13. You should receive an email with subject: **Profile Notice from Sonoma State School of Extended and International Education** confirming your profile is set up.

**NEED HELP?** If you are not able to register online, please call 707-664-2691.

