

Instructions for OLLI Online Registration - First Time Users

Please note: *You will only have to create a profile/account the first time you register online. After that, you will only need a username and password to log in to your account.*

PLEASE WRITE YOUR PASSWORD SOMEWHERE SO THAT YOU CAN EASILY ACCESS IT.

1. Click on the Osher Lifelong Learning Institute menu link followed by either the **OLLI Six Week**, **OLLI Three Week**, **OLLI a la Carte** or **OLLI Off-Season** to view our course offerings.



2. Go to **Login/Create an Account** in the upper left corner (in small white print on blue bar) and click on the **Create New Profile** button.



Sign In

Use your username and password to sign in here.
Please note that the password is case sensitive.

Student

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

New Students

Click Create New Profile to create your own username, password and profile.

[Learn more about the benefits of membership!](#)

- In the next screen, select **Student Profile (single user)** and click on the **Submit**

Profile Creation

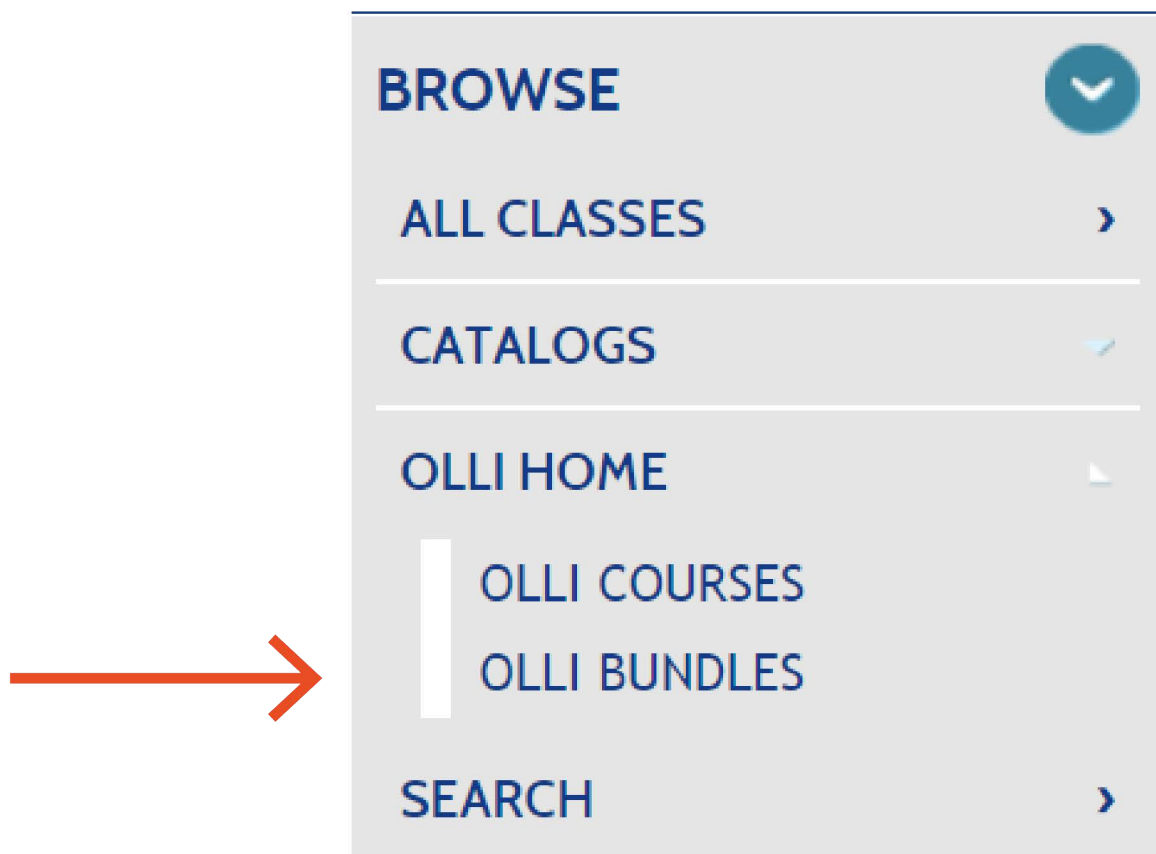
Select **Student Profile (single user)** from the "Select Profile type" option.

NOTE: Only select the Bundle A or Bundle B Courses if you are registering for Osher Lifelong Learning (OLLI) 6-week courses for 2 or more courses. For **all other courses**, select '**No Thanks**' from the drop down list box and proceed to the next step.

Purchase OLLI?

Select Profile type ☒ Student Profile (single user)

4. When setting up your profile, you only need to fill in the required fields with an asterisk next to them. **Note: your username is your email.**
5. When your profile is complete, click **Continue**. Then on the next page click **Submit**.
6. You should immediately receive an email with subject: **Profile Notice from Sonoma State School of Extended and International Education** confirming your profile is set up. If you do not receive this email your profile was not completed successfully, and you will not be able to add classes to your cart. Please check your spam/junk mail too. You should also see your name in the upper left hand corner of the blue bar stating "Welcome [Your Name]". This also indicates your profile has been completed and you are logged in to register for classes.
7. 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.



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

None Specified

No Thanks

✓ Bundle A: 2 Classes (6 wk) (\$150.00)

Bundle B: 3 or more Classes (6 wk) (\$225.00)

Submit

Cancel

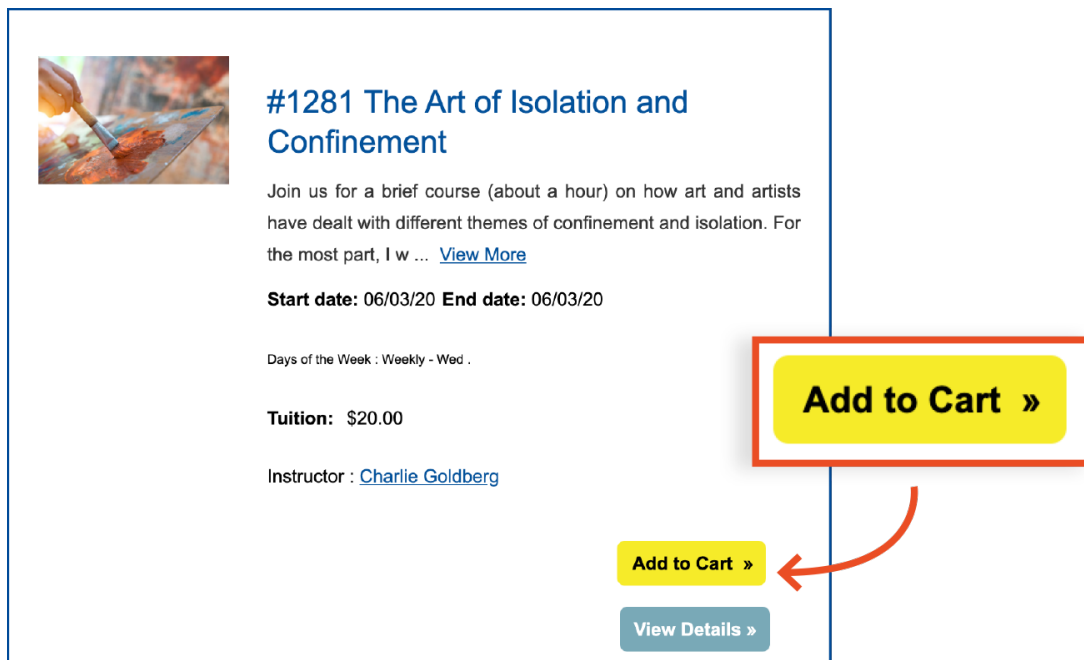
Our Bundle Pricing is designed for 2 or more 6 Week Classes. If you are only interested in 3-wk and à la carte classes, you do not need to purchase a bundle.

9. Once you received your email confirming your profile is set up and confirmed via email, click **Catalogs** on the left margin and select **Osher Lifelong Learning Institute**. Then click on either the **OLLI Six Week**, **OLLI Three Week**, **OLLI a la Carte** or **OLLI Off-Season** to view our class offerings.

10.

The screenshot shows the Sonoma State University Osher Lifelong Learning Institute website. The header includes the Sonoma State University logo and the text 'School of Extended and International Education'. A search bar is located in the top right corner. The navigation menu on the left includes 'BROWSE', 'ALL CLASSES', 'CATALOGS', 'CONTACT US', 'SEND ME A CATALOG', and 'SEARCH'. The 'Courses' section is highlighted, and a 'LAST VIEWED' tab is active. The main content area displays a 'PLEASE NOTE' message regarding COVID-19 and provides contact information. Below the message, there are four course offerings: 'OLLI à la Carte - Single Course Offerings', 'OLLI Spring Virtual Courses (Six Weeks)', 'OLLI Spring Virtual Courses (Three Weeks)', and 'OLLI Off-Season'. Red arrows point from the 'OLLI Spring Virtual Courses (Six Weeks)' and 'OLLI Spring Virtual Courses (Three Weeks)' offerings to a larger, more detailed view of these courses shown below the main content area.

11. Select desired classes by clicking on the "**Add to Cart**" button.



The screenshot shows a course card for "#1281 The Art of Isolation and Confinement". It includes a thumbnail image of a hand painting, the course title, a description, start and end dates (06/03/20), days of the week (Weekly - Wed), tuition (\$20.00), and the instructor (Charlie Goldberg). A yellow "Add to Cart »" button is highlighted with a red box and a red arrow pointing to it. Below the main button, there are smaller "Add to Cart »" and "View Details »" buttons.

#1281 The Art of Isolation and Confinement

Join us for a brief course (about a hour) on how art and artists have dealt with different themes of confinement and isolation. For the most part, I w ... [View More](#)

Start date: 06/03/20 **End date:** 06/03/20

Days of the Week : Weekly - Wed .

Tuition: \$20.00

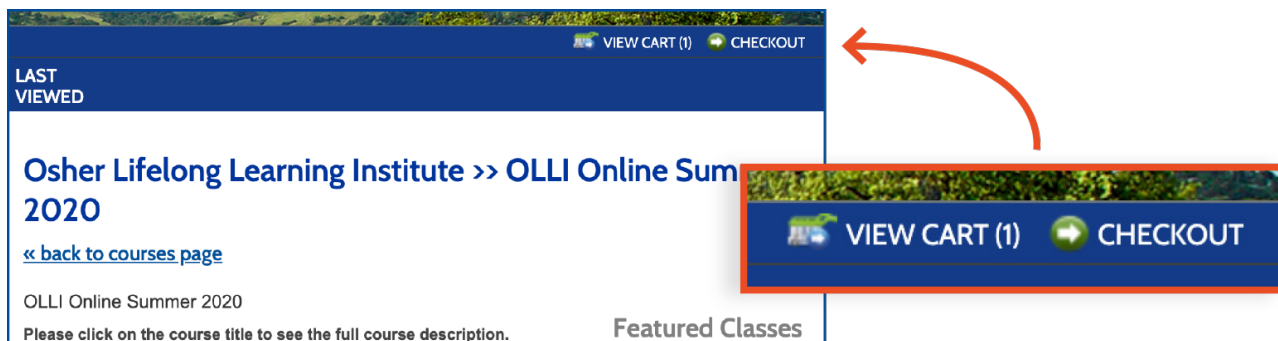
Instructor : [Charlie Goldberg](#)

Add to Cart »

Add to Cart »

View Details »

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



The screenshot shows the Osher Lifelong Learning Institute website. The top navigation bar is blue with white text. The "CHECKOUT" button is highlighted with a red box and a red arrow pointing to it. The main content area shows the course title "Osher Lifelong Learning Institute >> OLLI Online Summer 2020" and a "back to courses page" link. The bottom section is titled "Featured Classes".

LAST VIEWED

Osher Lifelong Learning Institute >> OLLI Online Summer 2020

[« back to courses page](#)

OLLI Online Summer 2020

Please click on the course title to see the full course description.

VIEW CART (1) CHECKOUT

Featured Classes

13. 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**).

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

The screenshot shows a checkout page with three main columns: Student Details, Class Details, and Amount. The Student Details column lists the user as Eek, LeAnne with email leanne@abrightideaonline.com and address 210 Archer St, Bel Air, MD 21014, 410-836-7180. The Class Details column shows the course #1281 The Art of Isolation and Confinement, starting 6/3/2020, taught by Goldberg. The Amount column shows a Class Registration Cost of \$20.00 and a Total of \$20.00. A red box highlights the 'Agree to Policies' checkbox, which is currently unchecked. A red arrow points from this checkbox to a larger red box labeled 'Agree to Policies'. Another red arrow points from the 'Remove Class' button to the same checkbox. At the bottom, there are three buttons: 'Checkout', 'Clear Cart', and 'Choose Additional Classes'. A red box highlights the 'Checkout' button, and another red box highlights the 'Choose Additional Classes' button. A red arrow points from the 'Checkout' button to a larger red box labeled 'Checkout'. A red arrow points from the 'Choose Additional Classes' button to a larger red box labeled 'Choose Additional Classes'.

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

The screenshot shows the Sonoma State University website. The header includes the Sonoma State University logo and the School of Extended and International Education. A search bar is in the top right corner. A navigation menu on the left includes links to ALL CLASSES, CATALOGS, CONTACT US, SEND ME A CATALOG, and SEARCH. The main content area is titled 'Courses' and contains a 'PLEASE NOTE' section about COVID-19 and registration for Fall 2020 classes. Below the note, there are four course offerings: OLLI Spring Virtual Courses (Six Weeks), OLLI Spring Virtual Courses (Three Weeks), OLLI Off-Season, and OLLI a la Carte - Single Course Offerings. Red arrows point from the 'OLLI Spring Virtual Courses (Six Weeks)' and 'OLLI Spring Virtual Courses (Three Weeks)' offerings to a larger red box labeled 'OLLI Spring Virtual Courses (Six Weeks)'. Another red arrow points from the 'OLLI Off-Season' offering to a larger red box labeled 'OLLI Spring Virtual Courses (Three Weeks)'.

16. 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











checkout sign out

School of Extended and International Education

Enter credit card information

Total Amount: \$20.00

Credit Card Number *
Expiration Month *
Expiration Year *
Cardholder Name *
Address *
City *
State/Province/Region *
Zip/Postal Code *
Country *
Card ID Code *

We accept:


Enter the address where you receive the bill for this card.
Enter the three or four digit code from your card. [help](#)

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

17. 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.