# UD OLLI SPRING 2022

## Online Registration Step-by-Step Instructions

**NEW MEMBERS** - All new and former members WHO DID NOT REGISTER FOR THE FALL 2021 SEMESTER **must** create a new registration account in OLLI’s new online registration system in order to register for Spring 2022.

- This includes OLLI Kent/Sussex members who previously used a similar system.
- **Save your username and password! Going forward, this will be your ongoing OLLI registration and payment account. You will use this account each session/semester for OLLI registration and payment.**

| 1 – What you’ll need to create your account | Be prepared to create a new account when you register. You will be required to provide:  
| | a) A new username. Your username should be between 6 and 40 characters with no spaces.  
| | b) A secure password. Your password should be at least 6 characters and contain at least one non-letter character.  
| | c) Your name, address, phone number and email address.  
| | d) At least one emergency contact, including name & phone number, is required so that we are able to provide you with assistance in case of an emergency, whether in-person or online. We never share this information with anyone. It is used only after 911 has been contacted.  
| | e) Your physician’s name and phone number is required. This information is only disclosed to emergency personnel in case of an emergency.  
| | f) **Individual accounts are required** – Each individual OLLI registrant must have an individual account.  
| | g) **Accounts for NEW Spring 2022 instructors were created during the course setup process.** On the Sign in page, use the Find My Username option (located at the bottom of the page) with your Instructor email address. |
| 2 – Create your account | Visit [www.campusce.net/udelolli/](http://www.campusce.net/udelolli/) and click on the **SIGN IN** button located in the top section of the page.  
| | a) Scroll down to the “Create New Account” section.  
| | b) Enter Username, Password and Email information and click the **Create Account** button.  
| | c) Enter all required Contact Information and click the **Submit** button. |
| 3 – Add “Membership” to Cart | Confirm you’re signed into your account, then add “Membership” to your shopping cart:  
| | a) If you are signed into your account, “**Welcome [member name]**” will appear in the upper left of the main page.  
| | b) Click on the **Click Here To Purchase Spring 2022 Membership** button. On the **Membership** page:  
| | c) Click the **Add To Cart** button after which you will be automatically directed to the **Shopping Cart** page where you can confirm that your membership is in your Cart.  
| | d) **Membership is required, and must be in your Cart, in order to add classes to your Cart.** |
| 4 – Select your courses | After Membership has been added to your Shopping Cart:  
| | a) Click the **Continue Shopping** button to return to the course subject options.  
| | b) You will be redirected to the main menu and will be able to find your desired courses organized by course category.  
| | c) **Before adding courses**, prioritize your class selections and then **add classes to your Cart in order of priority.**  
| | d) After adding each course, click the **Continue Shopping** button to return to the course subject options in the main menu until you have finished adding all desired courses. |
| 5 – Submit membership payment, class requests, and compliance information. | Once all desired classes have been added, click the **Check Out** button located at the bottom of the page to submit payment and class requests.  
| | a) Review your selections.  
| | b) Don’t forget to choose an option from the drop-down list to tell us how you heard about OLLI!  
| | c) Click the **Check Out** button.  
| | d) Confirm that all contact information is correct and click the **Next** button.  
| | e) Complete all questions regarding Health & Safety compliance and then click the **Next** button.  
| | f) If applicable, enter a Promo Code and click the **Apply** button. Click the **Next** button.  
| | g) Click the **Purchase** button and proceed with making payment – **only your Membership fee will be processed (charged) at this time. You will receive a payment request link for your classes after the distribution lottery is complete.**  
| | h) You will receive a confirmation email listing the classes you requested. |
| 6 – Finalize your payment & registration | Registrations received during the Priority Registration period will be considered requests for registration.  
| | a) We will use a lottery system to distribute class seats when participation is limited.  
| | b) Following the lottery, you will receive a confirmation email listing the classes for which you are scheduled.  
| | c) Use the link provided in the final confirmation email to make payment for the classes. If payment is not received within 4 days, you will be removed from the roster and your seat will be offered to a member on the waitlist. |

*Updated 1/1/2022*