# UD OLLI SPRING 2022

## Online Registration Step-by-Step Instructions

**RETURNING MEMBERS** - All members WHO REGISTERED FOR THE FALL 2021 SEMESTER should use their existing registration account when registering for Spring 2022.

- **If you are a NEW OR FORMER MEMBER WHO DID NOT REGISTER FOR THE FALL 2021**, please close this document and click the NEW MEMBER: Registration system how-to link to view step-by-step instructions for creating a new registration account.
- **If you do not remember your username and/or password, please see instructions below for finding your username or resetting your password.**

| 1 – Sign in to your account | Visit www.campusce.net/udelolli/ and click on the blue **SIGN IN** button located on the left side of the page.  
|                            | a) Scroll down to the “Sign in to Existing Account” section.  
|                            | b) Enter Username and Password and click the **Sign In** button.  
|                            | If you cannot remember your **Username**, scroll down and click the **Find My Username** link:  
|                            | a) Enter the Email associated with your user account, and click the **Find My Username** button.  
|                            | b) Click the **Return to Sign In** link and check your email account for a message containing the Username associated with the email address you provided.  
|                            | c) Enter Username and Password and click the **Sign In** button.  
|                            | If you cannot remember your **Password**, scroll down and click the **Reset my Password** link.  
|                            | a) Scroll down and enter the Username and Email associated with your user account, and then click the **Reset my Password** button.  
|                            | b) Click the **Return to Sign In** link and check your email account for a message containing a link to reset your password.  
|                            | c) Click the link or, if the link appears as text instead of a hyperlink, Cut + Paste the text into your browser and hit **Enter**.  
|                            | d) Enter Username, Email and Password information and click the **Reset My Password** button.  
|                            | e) Click the green **Click here to sign in** link located in the bottom left of the page.  
|                            | f) Enter Username and Password and click the **Sign In** button. |

| 2 – Add “Membership” to Cart | Confirm you’re signed into your account, then add “Membership” to your shopping cart:  
|                            | d) If you are signed into your account, “Welcome [member name]” will appear in the upper left of the main page.  
|                            | g) Click on the **Click Here To Purchase Spring 2022 Membership** button. On the **Membership** page:  
|                            | h) 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.  
|                            | i) **Membership is required, and must be in your Cart, in order to add classes to your Cart.** |

| 3 – 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. Please click on each course category icon to review the course options.  
|                        | 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. |

| 4 – 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. |

| 5 – 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. |