Get Oriented to the OLLI Website

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What Are We Going To Cover?

What information is on the website? How can I find it?

How Do I Navigate the Website?
- Main Page
- Horizontal Menu Bar
- Vertical Menu Bar

Registration System
- How to find it
- How to use it
Elements of the Page
- Horizontal Menu Bar
- Vertical Menu Bar
- Main Page Content

Check this page consistently for information about...
- Upcoming Events
- Registration Opening/Deadlines
- Previews of the next term’s course offerings
- Updates during registration about courses that are open, limited and closed
Let’s Go to the Website!
The vertical menu bar holds all information that is pertinent to the current term.

Let’s Go to the Website!
Q: How do I find the webpage?
A: Go to OLLI’s home page by typing www.vanderbilt.edu/olli into your browser bar and click the “REGISTER” button in the top, horizontal menu bar.

Q: Who needs to have an account?
A: Anyone who wants to register online to take a class, attend a trip or an event needs to have an account.

Q: Who needs to create a NEW account?
A: Anyone who has not created an account since May of 2016 (including anyone who made an account in the old system).

Q: What if I’m not sure if I have already created an account?
A: Call the office at (615) 343-1130!

Q: What if I’m signing up for both myself and my spouse?
A: You need to make two completely separate accounts, (including separate names) to ensure that you each receive correspondence and have the correct name on your nametags.

Q: Should I create a new account if I can’t access my old one?
A: When you create multiple accounts, it makes it very difficult to ensure that you are receiving correspondence from OLLI. Instead, please click the “I forgot my username and password” link on the registration page or call the office at (615) 343-1130!
**Registration – Homepage**

**Horizontal Menu Bar** (this will remain at the top of each page)

- Contact information – update your address, phone number, email address, Go Green preference
- Change password – enter new password (helpful if have temporary password from OLLI office)
- Catalog (default view) – Click through to see all items open for registration
- Logout
Tabs

- **Classes** – core classes listed in the course catalog
- **Special Class Offerings** – items such as OLLI partnership courses
- **Lunch and Learn** – monthly Lunch and Learn events
- **Special events** – examples: Holiday Gathering, Fall Kick-Off, Annual Meeting, Day Trip
Current Cart

- All items currently in your cart, paid or unpaid
- If the item has a red “x” next to it, you can click it to remove the item from your cart
- Note: you must have at least one item in your cart to check out
REGISTRATION – HOW TO REGISTER

1. Select the class or event for which you’d like to register to view details

2. Review details and click “enroll” to add to your cart
3. Click Check Out (this will only appear after you’ve added at least one item to your cart)

4. Confirm your courses and billing information and then click “Purchase”
Enter your credit card number
- No dashes, spaces or hyphens

Enter the card’s expiration date
- 4 digit format only
- Example: November 2016 would be 1116
- No spaces or slashes (/ )

Enter the card’s CVV code
- 3 digit for Visa, Discover and MasterCard located on back of card
- 4 digit code located on front of card for AmEx

Confirm your billing address
- Include your email address if you’d like a receipt sent to your email
Feedback

- Write us an email please!
- Send your feedback to oshervu@vanderbilt.edu
THANK YOU

Questions?

Call Melissa or Alex at (615) 343-1130