

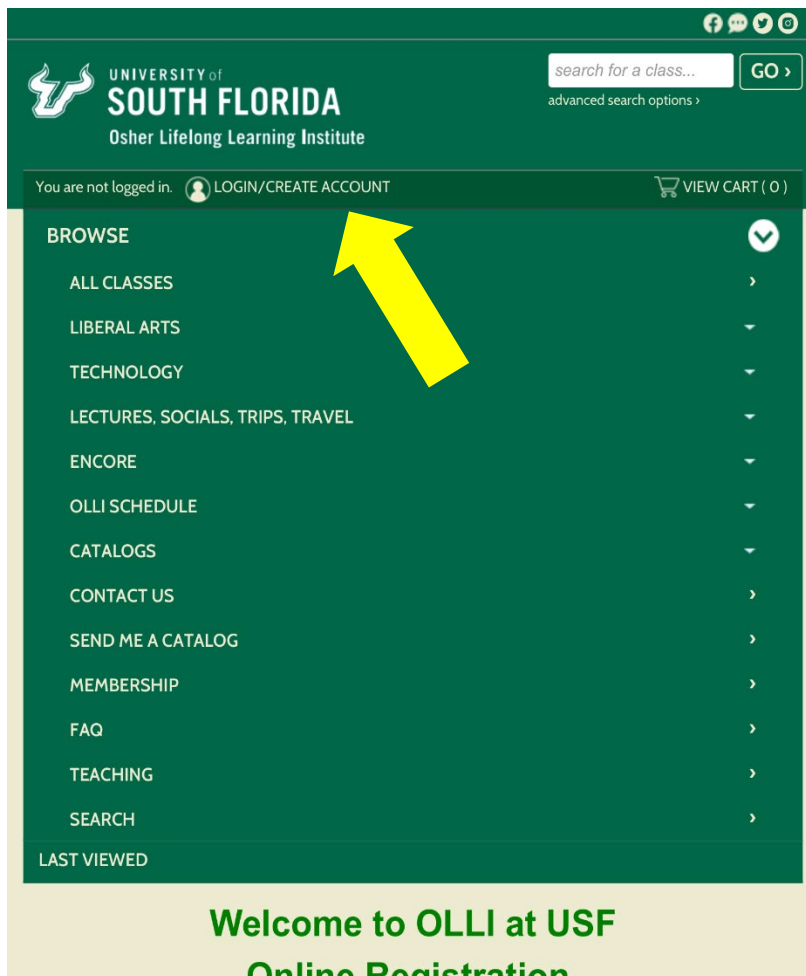
OLLI-USF Login/Class Registration Instructions

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CURRENT MEMBER LOGIN

When you click on “Register for Classes” from the OLLI-USF website, you will arrive at a page that looks like this.



Click on “Login/Create Account” on the top left.

Further down the page (you may need to scroll) you will see the “Sign In” box.

Your email address is your username.

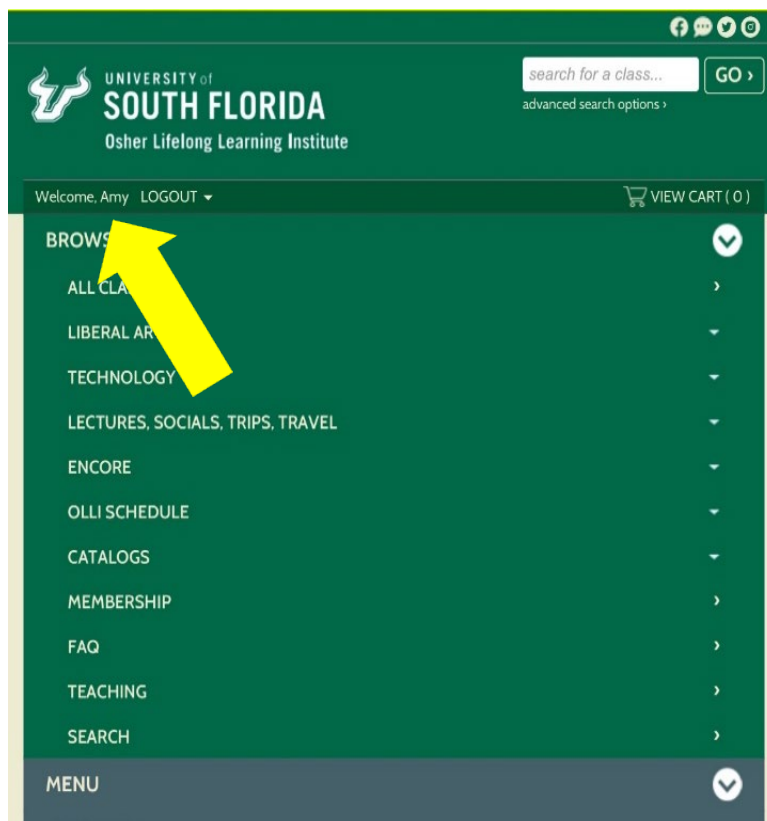
If two people share an email address one will have that email as their username; the other person will have a suffix of one (1) added at the very end of the email.

Do not enter a password.

Click “Forgot Your Password” which is under the password box. You will receive a “Password Reset” email from OLLIRegistration@usf.edu which will allow you to create a password.

Passwords must be a minimum of 8 characters, must contain a

number, and must contain any two of the following three: uppercase, lowercase, a special character such as:
 () {} ! @\$%^&*



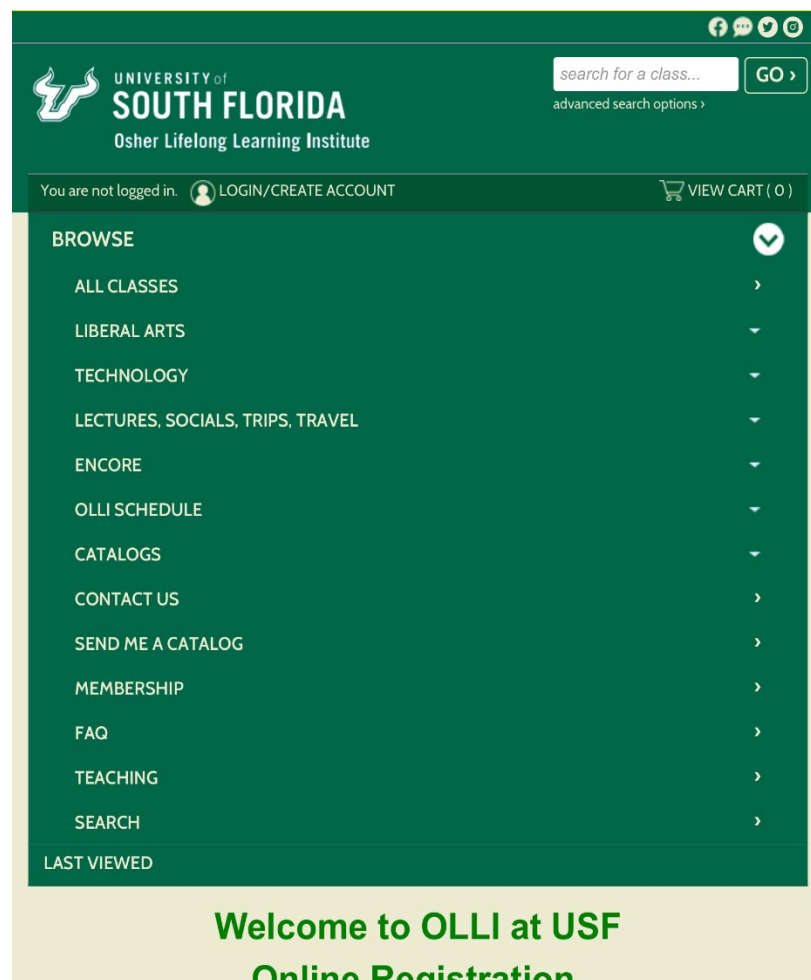
All future logins will require your username and newly created password. Once you login with your username and password, you will see a screen that looks like this and can begin shopping for classes.

You can skip to “Searching for Classes” in these instructions.

If your membership expired before January 1, 2021 use the instructions for non-members further down in these instructions.

If your membership expired January 1, 2021 or after, follow these instructions.

When you click on “Register for Classes” from the OLLI-USF website, you will see a page that looks like this.

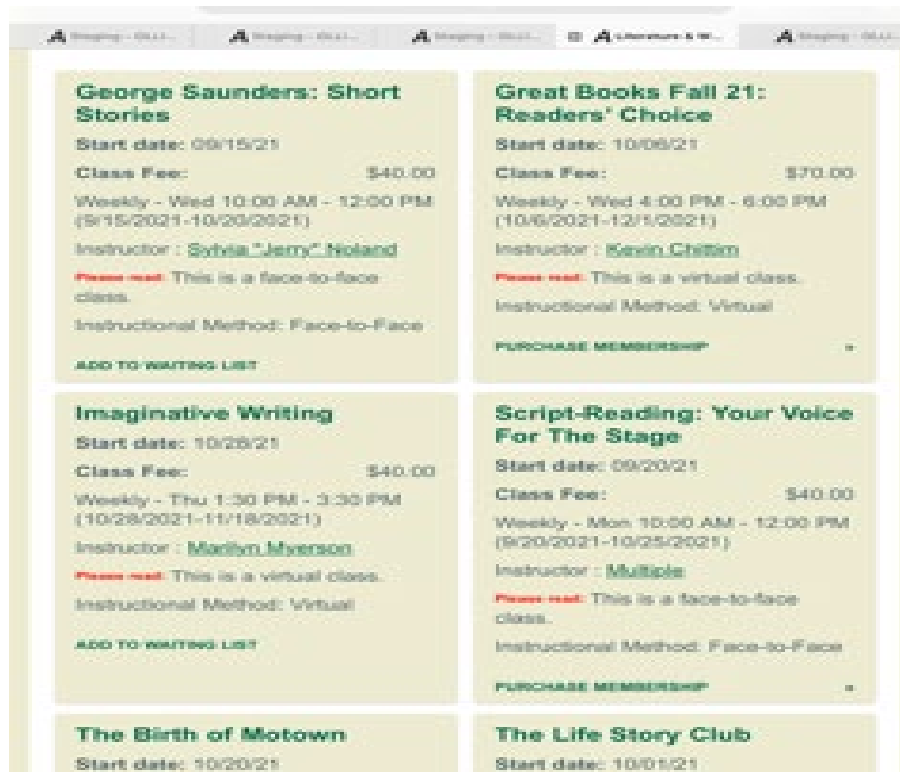


Click on “Login/Create Account” on the top left.

Next click “Forgot Your Password” which is under the password box. You will receive a “Password Reset” email which will allow

you to create a password. Passwords must be a minimum of 8 characters, must contain a number, and must contain any two of the following three: uppercase, lowercase, a special character such as: () {} ! @\$%^&*

After you fill out the “Password Reset” email, you will be able to search for classes, but you will not be able to register for classes until you purchase a membership. Instead of saying “Add to Cart” on the classes screen, it will say “Purchase Membership” as shown in the next picture. Click on “Purchase Membership” and select a type of membership; this will be added to your cart and you will be able to search for classes.



All future logins will just require your username and newly created password to begin searching for classes.

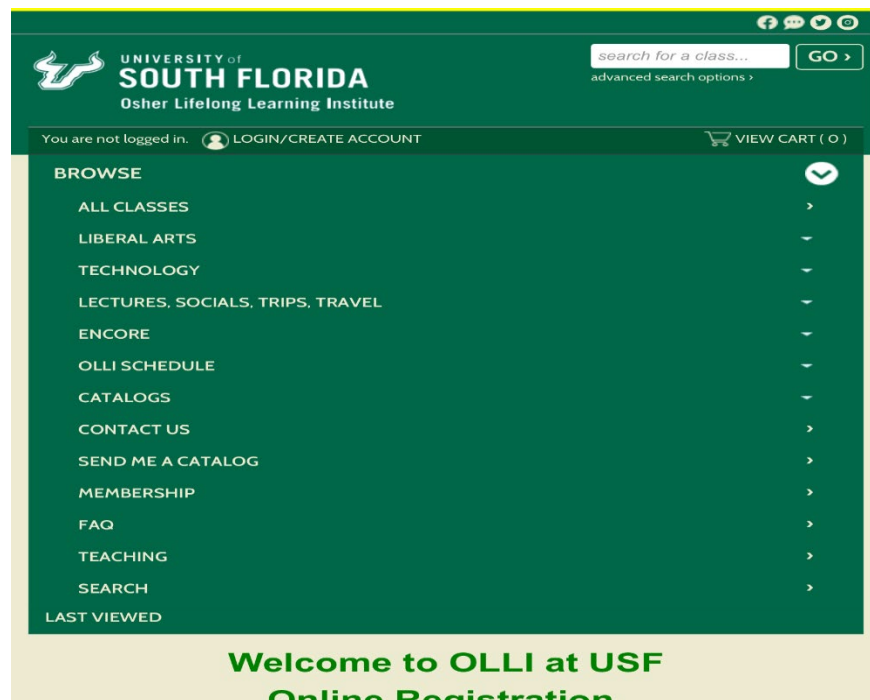
You can skip to [“Searching for Classes”](#) in these instructions.

NON-MEMBER LOGIN

Or if your membership expired before January 1, 2021.

When you click on “Register for Classes” from the OLLI-USF website, you will see a page that looks like this.

Click on “Login/Create Account” on the top left.



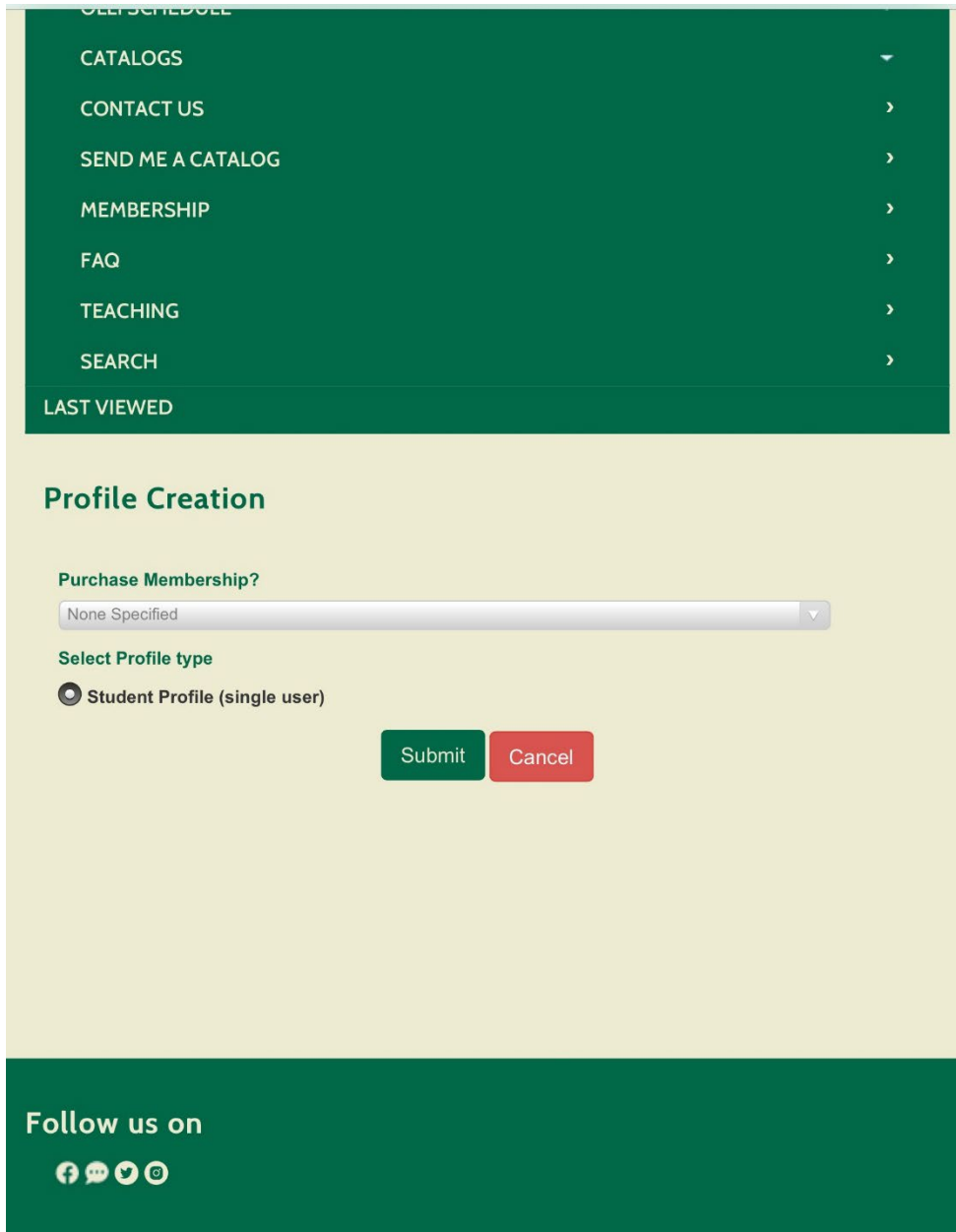
Further down the page (you may need to scroll), you will see the “Sign In” box and below that you will see “Create New Profile” as shown in the next picture.

The image shows a web page with a light green background. At the top, there is a white box with a drop shadow containing a 'Sign In' form. The form has a title 'Sign In' in bold green text. Below the title is a message: 'Use your username and password to sign in here. Please note that the password is case sensitive.' There are three input fields: a dropdown menu with 'Student' selected, a text box for 'Username', and a text box for 'Password'. Below the 'Username' field is a link 'Forgot your username?' and below the 'Password' field is a link 'Forgot your password?'. At the bottom of the form is a large green button with the text 'Sign In' in white.

Below the sign-in form, there is a section titled 'New Students' in bold green text. Underneath is a message: 'Click Create New Profile to create your own username, password and profile.' Below this is a large green button with the text 'Create New Profile' in white. At the bottom of this section is a link: '[Learn more about the benefits of membership!](#)'.

At the very bottom of the page is a dark green footer with the text 'Follow us on' in white, followed by four social media icons: Facebook, Messenger, Twitter, and Instagram.

When you click on “Create New Profile,” you will be given the opportunity to select a membership type. You are not required to do so at this point. If you prefer to browse, you can leave the box at “None Specified” or select “No Thanks.” However if you do not purchase a membership you will not be able to register for any classes other than Friday Lectures, which are free to all.



Once you click on the “Submit” button, you will see the “Create New Student Profile” Screen.

* denotes required information.

Step-1

Step-2

Purchase Membership?

OLLI Annual Membership (\$50.00) ▼

Username*

Username: minimum 6 characters

Password*

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: () {} ! @\$%^&*)

Strength

□□□□

Re-enter password*

Password hint*

Identity Verification Question*

None specified ▼

Identity Verification Answer*

E-mail*

[Privacy Policy](#)

Re-enter E-mail*

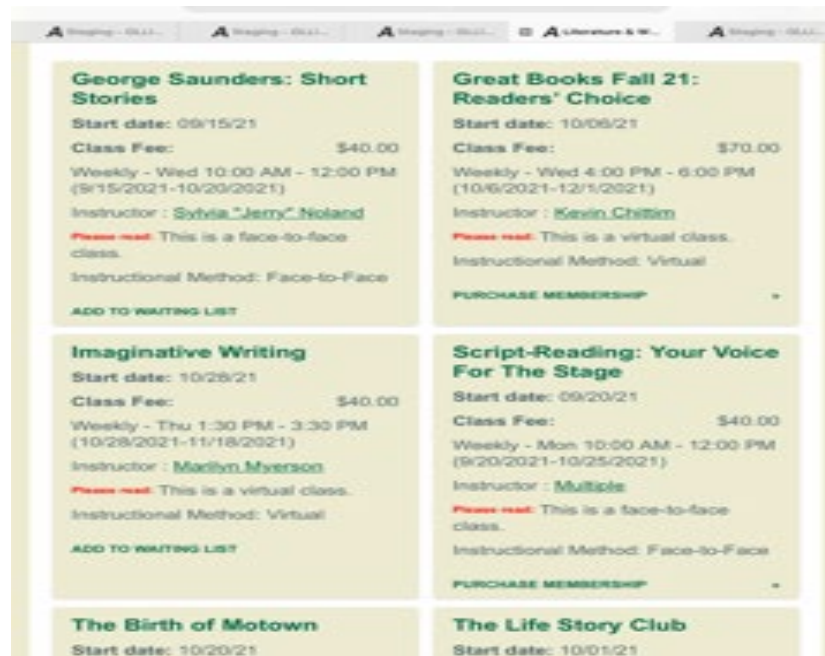
Use your email address as your username. Usernames are case sensitive. If you share an email with somebody else, one of you will need to add a one (1) at the very end of the email in the “Username” field (not in the “E-mail” field).

Create a password which has a minimum of 8 characters, contains a number, and any two of the following three: uppercase, lowercase, or a special character such as: () {} ! @\$%^&*

Fill in the rest of the two-page form. Note that everything with a red star must be filled in. Once you hit the “Submit” button on the second page, you will be able to search for classes.

If you chose not to purchase a membership, you will need to do so before you will be able to register for any classes.

Instead of saying “Add to Cart” on the classes screen, it will say “Purchase Membership” as shown in the next picture. Click on “Purchase Membership” and select a type of membership; this will be added to your cart and you will be able to search for classes as described further down in these instructions.



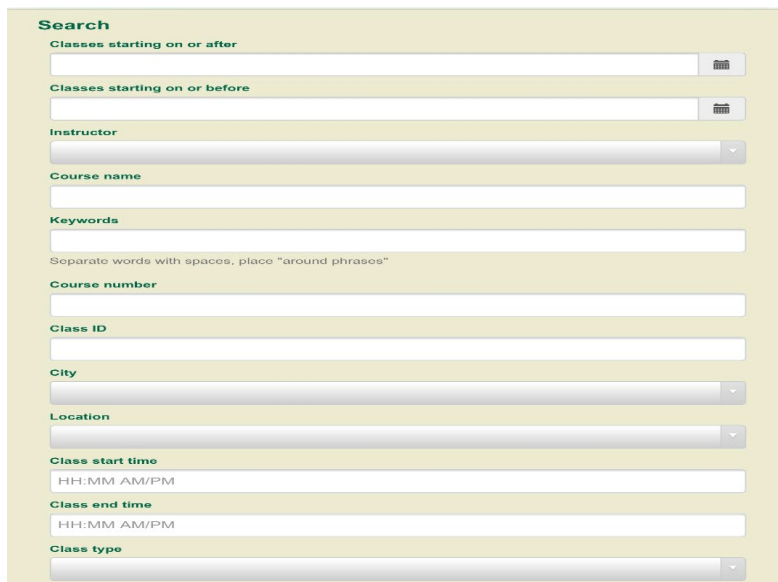
All future logins will just require your username and newly created password to begin searching for classes.

SEARCHING FOR CLASSES

There are a variety of ways in which you can search for classes. Your choices are to click on the left-hand side:

1. “All Classes” which will bring up all of the categories and subcategories;
2. “Liberal Arts,” “Technology,” and other categories which will bring up subcategories.
3. “OLLI Schedule” which enables you to search by the days of the week.

You will also have the ability to search by a variety of options. Clicking on the “Search” link, on the left-hand side of the screen or “advanced search options” on the top (below the “search for a class” box) will produce a screen that looks like this. Remember, you may need to scroll down to see it.



The image shows a search form titled "Search" with the following fields and options:

- Classes starting on or after**: Text input field with a calendar icon.
- Classes starting on or before**: Text input field with a calendar icon.
- Instructor**: Dropdown menu.
- Course name**: Text input field.
- Keywords**: Text input field.
- Separate words with spaces, place "around phrases"
- Course number**: Text input field.
- Class ID**: Text input field.
- City**: Dropdown menu.
- Location**: Dropdown menu.
- Class start time**: Text input field with format HH:MM AM/PM.
- Class end time**: Text input field with format HH:MM AM/PM.
- Class type**: Dropdown menu.

No matter how you search, you will see classes that match your criteria. Classes will show as they do in the following picture.

Computers

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

Any applicable discounts will show in your cart.

If you have questions, please contact Charise at (813) 974 -5848 Monday - Friday 8:30 a.m. - 4:30 p.m. or e-mail Charise at: charise2@usf.edu

Please provide the course title and number.

Choose Additional Classes

Showing 1 of 1 pages [Show All](#)

Sort by:
Alphabetical by class name

Results per page: 12

Fundamentals of Basic Computer Skills

Start date: 09/13/21

Class Fee: \$50.00

Weekly - Mon, Wed 10:00 AM - 12:00 PM (9/13/2021-10/27/2021)

Instructor : [Joseph Bell](#)

Instructional Method: Face-to-Face

ADD TO CART »

Showing 1 of 1 pages [Show All](#)

Sort by:
Alphabetical by class name

By clicking on “Add to Cart,” a cart will be created for you and the class will be added. When you have finished adding all the classes you want, click on “View Cart” on the top right-hand corner of the screen. You will see the courses you have selected and the price; however, any discounts will not appear until you click on “Checkout,” which will bring up the screen shown next.

1. First 2. Second 3. Last

Shopping Cart

Student Details	Class Details	Amount
Alpert, Adam Phyllisalpert@gmail.com 2 Sample Road Tampa , FL 22222 111-111-1111	Macos: Big Sur, Start Date: 11/9/2021, Instructor: Dyer	<input type="checkbox"/> Agree to Policies <input type="button" value="Remove Class"/>
	Class Registration Cost	\$50.00
	OLLI Bird	-\$25.00

Total	
Total	\$25.00

Discounts and Checkout

Apply Promo Code

Follow us on

Notice the “Agree to Policies” box that will appear next to each class. You can click on “Policies” to read OLLI-USF’s Refund Policy. After you have read the policy, you need to check that you agree to it next to each class or at the top of the classes where it says “Agree to all policies.”

Click on “Checkout.” The next screen you will see looks like the following picture and is where you enter your credit card information. You need to enter the credit card, the card expiration date and the card ID number (CVV) and then click on “Process Payment.”

secure.usaepay.com

24.164.43.35

Description
Fundamentals of Basic Computer Skills

Credit Card Information

Card Type
Visa

Name as on Card
Sample Member

Card Billing Address
100 Sample Lane

Card Billing Zipcode
33333

Card Number

Card Expiration Date

MMYY

Card ID (CVV2/CID) Number

[What is the Card ID?](#)

Once you complete the transaction, you will receive a class confirmation email and a separate transaction receipt email showing how much was charged to your credit card.

Congratulations, you will have successfully registered for classes. Call the OLLI-USF Office at 813-974-5848 Monday- Friday 8:30 a.m. – 4:30 p.m. should you run into obstacles or have questions.

Thank you for your interest in OLLI-USF.