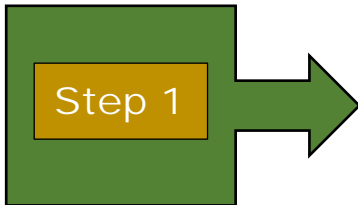


# OLLI Online Registration

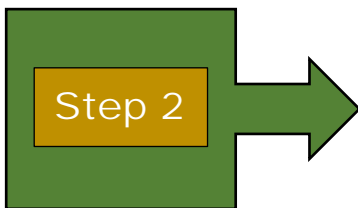
---

**QUICK REFERENCE GUIDE.** New to this site? More detailed instructions follow.



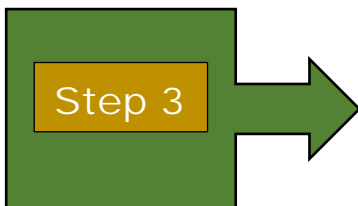
## Sign In or Create a Profile

All users sign by clicking **Sign In** in the list at left. Returning customers fill in email and password. New customers **must** create a customer profile.



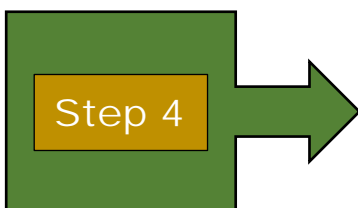
## Search for a Course

After signing in, browse the list of topic areas on the **left side of the page** to narrow down your search or to **browse** the OLLI course catalog.



## Add Your Course(s) to the Cart

Select your course, choose the available date/session & click **Add to Cart** button at the very bottom of the page. You can add multiple courses to your shopping cart.



## Complete Your Transaction

Complete your transaction by clicking on the **Checkout** button and paying by credit card. You will receive an email confirmation once you have completed the process.



# OLLI Online Registration - Details

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If you have previously registered online, you will need to use those credentials (email address and password) to register for new classes. If you do not remember them, call 813-974-2403, option #1, to get them. Create a new profile (email and password) **ONLY** if you have never used one to register for classes.

## Step 1. Sign In or Create a Profile

Go to [www.usfseniors.org](http://www.usfseniors.org) and click on the View Schedule button (shown at right).



Please click on **Sign In** in the left column before adding classes.

The next screen shows two paths; one for **Returning Customers** (already have a username/password) and another for **New Customers**. Follow the on-screen instructions to either sign in or create a new customer profile.

### Returning Customer

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**Email**

**Password**

[Forgot Password?](#)


**Sign In**

### New Customer

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Click below to create your customer profile if you have never registered on this site before and/or have never set up your profile.

**Create Profile**



Enter name, address, email, phone, etc. Click **Submit**.

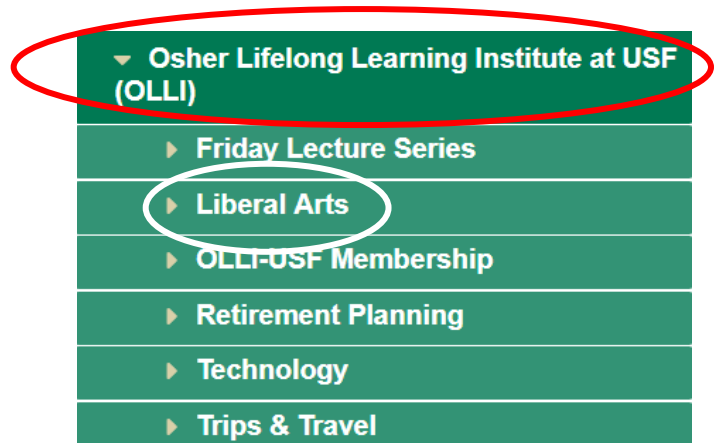
## Step 2. Search for a Course

Scroll down to Osher Lifelong Learning Institute (OLLI) at left

- Click on one of the general subject areas which interests you (shown at right).

For example, if you are interested in *birding*, click on the **Liberal Arts** tab (circled at right). Notice that all 80-plus classes are shown.

- To narrow down the field of classes, select one of the six interest topics shown at right under Liberal Arts classes.  
E.g. birding would probably be found in the **Science & Nature** topic (circled at right).  
Clicking on it will take you to a smaller list of classes



- Scroll down to find your class.
- Click on the Course title to go to the **Course Information** page.

## Course Information

### Birding at The Florida Aquarium

Did you know The Florida Aquarium has birds? Have you ever wondered what a penguin's feathers feel like? The Florida Aquarium is not just about fish! It is actually a wonderful place to learn some basic birding skills and get some practice identifying different herons, egrets, ducks, and birds of prey. We will spend time in and around the Aquarium, and will also take a boat ride out into Tampa Bay. Some of our avian ambassadors will also make appearances for some up-close photo ops!

Click on date to go to the **Session Information** page

### Available Sessions

→ October 17, 2017 to November 7, 2017, Florida Aquarium (2 seats (8%) remaining)

## Session Information

### Bulletin

Registration is open to **members** of OLLI-USF. Join us for one year (365 days) for only \$40, or **save even more by purchasing a three-year membership for just \$100**, to take advantage of 300+ courses offered every year, and more! [Click here to join now!](#)

Membership  
(Required)

### Birding at The Florida Aquarium

Did you know The Florida Aquarium has birds? Have you ever wondered what a penguin's feathers feel like? The Florida Aquarium is not just about fish! It is actually a wonderful place to learn some basic birding skills and get some practice identifying different herons, egrets, ducks, and birds of prey. We will spend time in and around the Aquarium, and will also take a boat ride out into Tampa Bay. Some of our avian ambassadors will also make appearances for some up-close photo ops!

Course  
Description

### Session Detail: 181XOSCSM0611 (4 seats (16%) remaining)

**Schedule:** Every week on Tuesday, starting on 10/17/17 and ending on 11/07/17

**Times:** 01:30pm - 03:30pm

 [View Full Schedule](#) |  [Add To My Calendar](#)

**Price:** \$40.00

Course date,  
time, venue and  
price.

View Full  
Schedule and  
add dates to  
your personal  
calendar.

### Instructors

Name	Additional Resources
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<a href="#">Kevin Van Dien</a>	
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Click on  
instructor name  
to see biography  
and photo if  
available.

### Biography




**Kevin Van Dien** is the public programs manager at The Florida Aquarium. Kevin received his Bachelor's Degree in Biology from Eckerd College in St. Petersburg, Florida, and has been working in the informal science education field for over 15 years. He has been working in the education department at The Florida Aquarium since 2008.

## Session Information page, continued

### Facility Detail

**Address:**  
Florida Aquarium  
701 Channelside Dr  
Tampa, FL 33602

**Facility Resources**  
**Aquarium parking:** Parking at the Florida Aquarium is free for OLLI class members.



Venue address, parking information and access to map

### Cancellation Policy

To view cancellation, withdraw policy:

For **Continuing Education** courses, visit [Continuing Education Fees & Policies Website](#).  
For **OLLI** courses, visit [How to Register Website](#).  
For **OSHA** courses, visit [USF OTI Education Center Courses Website](#).  
For **iTEACH** courses, visit the [fees and policies website](#).

Class cancellation information



Click to add class to your shopping cart

### Step 3: Add Your Course to the Shopping Cart

- After clicking on the **Add to Cart** button, you will be taken to the **Shopping Cart** page (shown below). Any expired classes must be removed from the shopping cart to avoid problems.

The screenshot shows the 'Shopping Cart' page with two main sections: 'Attendee List' and 'Cart Items'. Below the cart items are two buttons: 'Continue Shopping' and 'Checkout'. Annotations on the left side of the page point to specific elements:

- 'You are now an attendee.' points to the 'Attendee List' table.
- 'Complete class information' points to the 'Birding at The Florida Aquarium' session details.
- 'Next action.' points to the 'Continue Shopping' and 'Checkout' buttons.

**Attendee List**

First Name	Last Name	Email Address	Action
Jeanne	Dyer	rjdye@mac.com	<input type="button" value="x"/>

**Cart Items**

Session Name	Unit Cost	Discount	Total Price	Action
▶ Birding at The Florida Aquarium 10/17/17 - 11/07/17, Florida Aquarium	\$40.00	\$0.00	\$40.00	<input type="button" value="x"/>
Add Attendees to Session				
Jeanne Dyer x				
Grand Total:			\$40.00	

**Continue Shopping** **Checkout**

- The **Continue Shopping** button takes you back to the **Home** page so you may continue to shop for classes.
- The **Checkout** button takes you to Step 4, where you fill in your credit card information and pay for the class(es).

## Step 4: Complete your Transaction

After clicking on the Checkout button, follow the onscreen instructions to enter credit card information.

- You may omit this part, click on **Next**.

### Billing Information

Promotional Mailing Code:

How did you hear about us?

[Back](#) [Next](#)

- Your **Summary Review**

### Summary Review

Once submitted, your card will be charged for the amount of the order and you will receive an email confirming the registration. Please do not click "Submit Order" more than once.

#### Review Registered Sessions

Session	Unit Price	Attendees	Discount	Total Price
Emerging Technologies Transforming Home Healthcare 11/16/17 - 11/16/17 Canterbury Tower, Assembly Room	\$10.00	Jeanne Dyer (76081)	\$0.00	\$10.00

- Click **Submit Order**

### Review Total Charge

Total Charge:

\$10.00

[Cancel](#) [Submit Order](#)



- Fill in your credit card information (see below), then click **Continue** at bottom.

**Please enter your credit card information**

**Total:** \$10.00

**\* Indicates required information**

\* Credit Card Type:

\* Account Number:

\* Expiration Date:

\* Security Code: ([View example](#))

\* Name on Card:

**Billing Address of Credit Card**

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* ZIP Code:

\* Country:

Email:

Day Phone:

- You will be taken to your receipt page.

**Success**

Thank you. Your order has been placed.

**Checkout Receipt**

Order	Attendee	Session	Fee	Message
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- You will receive an email with a notification of your payment.