

# Member Portal and Online Registration

## What Can You Do on the Member Portal?

- Join or renew your membership, unless you are paying in installments. (See page 41 of the catalog for more details.)
- Register for classes and view course information.
- Drop or add a class.
- Make a donation to Friends of OLLI.
- Edit personal information.
- View the OLLI membership directory and records of official OLLI meetings.

## What About Security?

Credit card payments will be made on a secure website run by PayPal. No one at OLLI or PayPal is able to see your credit card number.

## To Access the Member Portal

Go to [www.oli.gmu.edu](http://www.oli.gmu.edu) and click on *Member Portal* under *Quick Links* on the right side of the page or access the portal directly at [www.olliatgmu.org](http://www.olliatgmu.org).

## To Join OLLI

1. Click *Join OLLI*. At the newly displayed membership screen, enter the information required. Click *Submit*.
2. You will be transferred to a secure website. Verify the total cost displayed, choose to use PayPal or enter your credit or debit card information. We accept Visa, MasterCard and Discover.
3. Verify your name and email address. Type in the required payment information. Click *Submit Payment*. Your credit card will be charged at this time.
4. A message will appear confirming your membership. A confirmation email is sent immediately. You can now create a user name.

## Get a User Name

1. Click *Get a User Account*. At the next screen, enter the information requested. Use the name you entered when registering. Current members must use the name on your catalog and the email address where you receive your *E-News*. If you have changed your email address, notify the office BEFORE creating a user account. If the user name you choose is already taken, you will need to select another.
2. Select a case-sensitive password between 6 and 12 characters. You also need to enter a security question and answer.
3. Click *Create a User Account*. A confirmation message will appear. You can now register for available courses and events.

## Online Registration

Review the catalog and make your course selections before logging on. If you deliberate too long while logged in, the system may time you out and you will have to start over again. Follow these steps to register online.

1. In the yellow box, "For OLLI Members," click on *Register for the Current Term*. Log in using your user name and password.
2. To renew your membership or make a donation to Friends of OLLI, fill in the appropriate box.
3. Check the boxes next to courses or special events you would like to attend. You will prioritize them later on the "My Schedule" page.
4. For more information about a course, select *Details* and when done return to the Registration page. To see all of the courses listed by day, time or location, click the column headings to sort by criteria.
5. Once satisfied with your selections, click *Submit Selections When Complete*. To start over, click *Cancel All Selections*.
6. The "My Schedule" page will initially display your selections in numerical order. Prioritize your classes and special events by selecting each course and using the up/down arrows to put your courses in order of preference. Courses with a higher priority should be listed first. Special Events are prioritized separately.
7. After prioritizing, click on *Calendar View* to view your requests in calendar format. If two or more courses occur at the same time, the registration system will not allow you to submit your registration. All conflicts must be resolved by deleting one or more courses. To remove a selection, click *Select* to choose the course to be removed and then click *Delete*. Once satisfied with course and priority selections, click *Submit*.
8. If a payment is needed, you will be transferred to a secure website. Verify the total cost displayed, choose to use PayPal or enter your credit or debit card information. We accept Visa, MasterCard and Discover. Verify your name and email address. Type in the required payment information. Click *Submit Payment*. Your credit card will be charged at this time.
9. A message will appear confirming your payment and an email will be sent with the payment details. **A separate email listing the courses and special events requested as "pending" will be sent immediately.** If you do not receive that email, check your "My Schedule" page to verify your registration or call the office.
10. A confirmation email, listing your registration status, will be sent about one week before the term.

**Questions or Problems? Call the Office. 703-503-3384**