

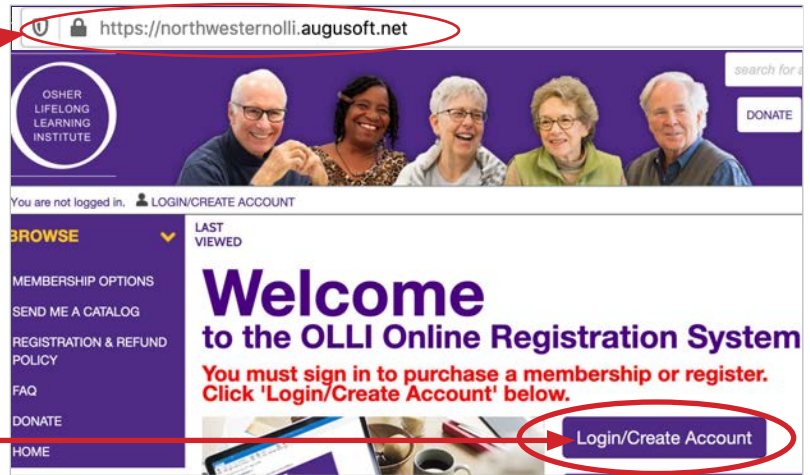


HOW TO PURCHASE MEMBERSHIP AND REGISTER FOR STUDY GROUPS

- Go to the OLLI Online Registration System (Augusoft) which can be accessed at:
<https://northwesternolli.augusoft.net>

- Click **Log In/Create Account**.

- This takes you to the **Sign In** page.



Sign In

Use your username and password to sign in here.
Please note that the password is case sensitive.

Student

Username

Forgot your username?

Password

Forgot your password?

Sign In

New Students

Click Create New Profile to create your own username, password and profile.

Create New Profile

EXISTING USERS:

If you are a current or former member and have a Profile in the system:

SIGN IN to Your Account with your **Username** and **Password**.

- Make sure the option says **Student** in the pull-down menu.
- If you have forgotten your Username or Password, click on the **Forgot Your Username?** or **Forgot Your Password?** links.

DO NOT CREATE A NEW PROFILE

NEW USERS:

If you are a new user, please create a new profile.

Click **Create New Profile** and follow the prompts.

- On the Profile Creation page, select Student Profile (single user) button, click Submit.
- Fill in the necessary information for Step 1, Step 2, and Step 3 tabs.
- Click **Submit** to register your account.

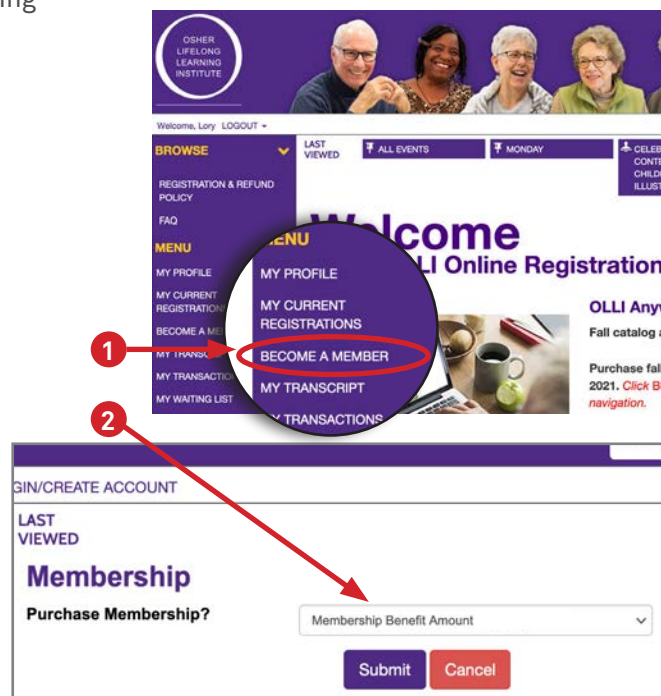
If you need assistance, email olli@northwestern.edu.

New Members who have created a profile and Existing Members who have signed in can now continue to **Purchase Membership**—instructions on next page.

PURCHASE MEMBERSHIP:

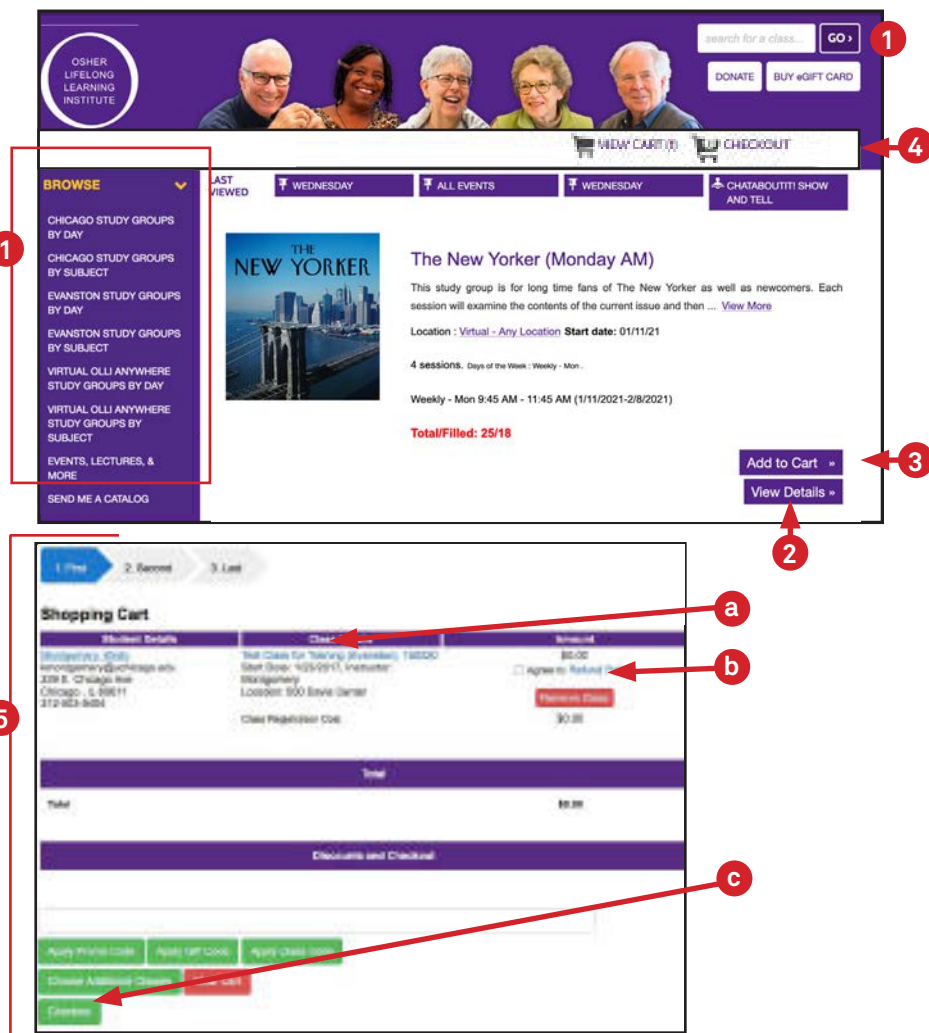
Full Year or Winter Trial members do not need to purchase a spring membership. The spring term is included in your membership.

1. On the **Welcome** home page, click **BECOME A MEMBER** in the purple column on the left.
2. On the **Membership** page, select the membership option you wish to purchase from the drop-down menu.
3. You will then be led to your cart page. Continue with the prompts to check out.
 - OLLI accepts Visa, Mastercard, American Express, or Discover.



REGISTRATION:

1. **BROWSE** Study Groups by location, by day, or by subject area. Or, type a portion of the title in the SEARCH bar at the top right of the page.
2. For more information about a Study Group click **View Details**.
3. Once registration is open, to register for a Study Group click **Add to Cart**.
 - To register for additional Study Groups, repeat Step 1 through 3.
4. **Important:** To complete your registration click **CHECKOUT** at the top right of the screen.
5. Finish your checkout by:
 - a. Reviewing your selections
 - b. Clicking the **Agree to Refund Policy** box
 - c. Clicking the green **CHECKOUT** box at the bottom of the screen.



Wait for the screen that says "Your transaction has been processed successfully."

You will receive a confirmation email of your registration. **If you do not receive the confirmation email, your registration is not complete.**