

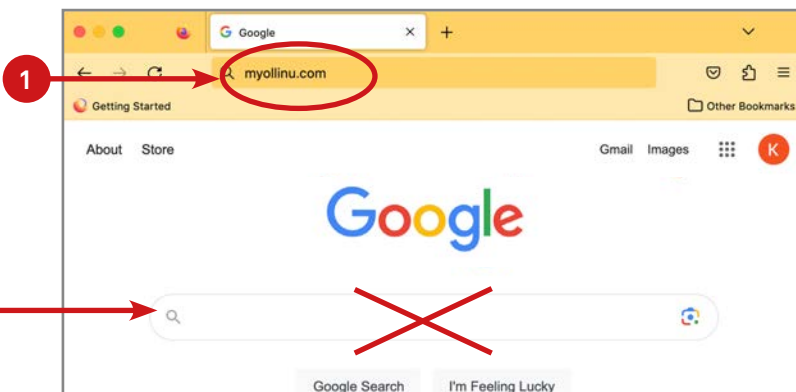
MyOLLINU Member Guide

INTRODUCTION TO MyOLLINU

Log in to MyOLLINU:

1. Type [MyOLLINU.com](https://myollinu.com) into the browser address bar at the top of your browser page.

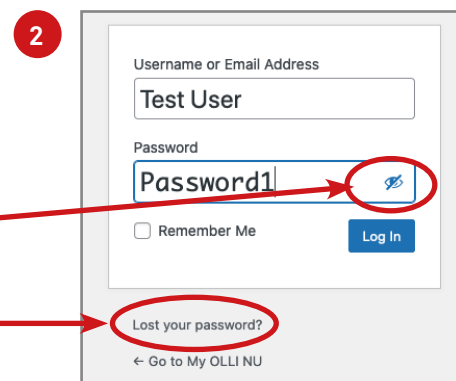
- Type the full address including the **.com** suffix.
- Do not type into the Google search bar; this will take you to the wrong page.



- **Browser selection:** Do not use Safari. MyOLLINU works best with these more current browsers: Chrome, Firefox, Edge.

2. Log in with your MyOLLINU Username and Password.

- Click on the Eye icon to view your password as you type.
- **If you forget your password**, click 'Lost Your Password' and instructions for resetting your password will be emailed to you.



MyOLLINU Homepage:

Here you will find 4 buttons:

1. Announcements

- Upon login you will be taken to this page.

2. Tips and Tools

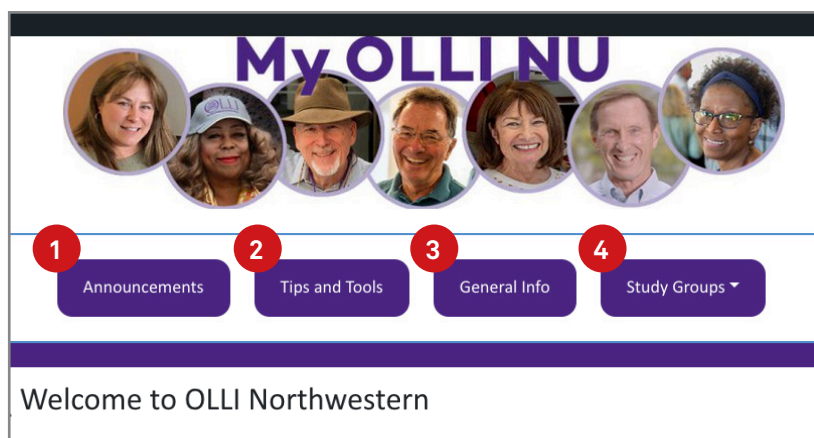
- Find information to get the most out of your membership.

3. General Info

- Find useful resources here.

4. Study Groups

- Unique to every member.
- Lists the study groups for which you are registered.

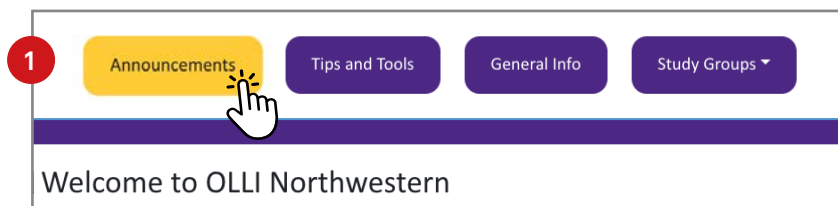


The following page describes each button in more detail.

My OLLI NU Homepage Buttons:

1. Announcements

Landing page and Overview of the site.



2. Tips and Tools

Click on tabs for information to get the most out of a membership:

• Participate tab

- Being an engaged member
- Being an engaged reader
- Being a discussion leader
- Avoiding micro-aggressions
- Hearing assistance

• Coordinate tab

- Benefits and guidelines

• Volunteer tab

- Volunteer opportunities
- Committee information



• Tech Tips

- AV Guides, Tech basics

• How To Register

- Link to system and guide

• NU Resources

- Northwestern Library
- LinkedIn Learning
- Emergency procedures
- Osher National Resource Center

3. General Info

In addition to Office Hours and Information you will find:

• Calendar tab

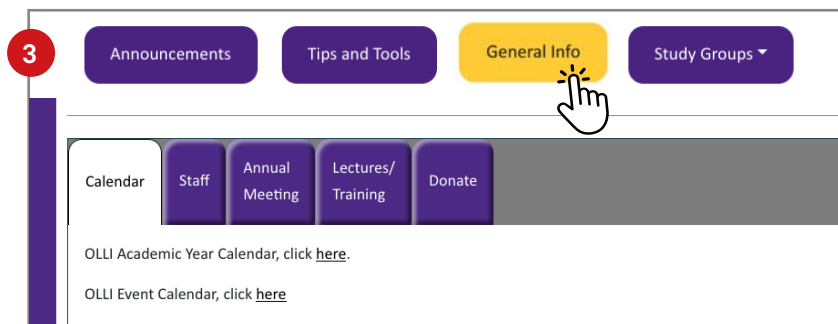
- Academic Year and Events calendars

• Staff tab

- Contact information

• Annual Meeting tab

- Recordings and Presentation Slides



• Lectures/Training tab

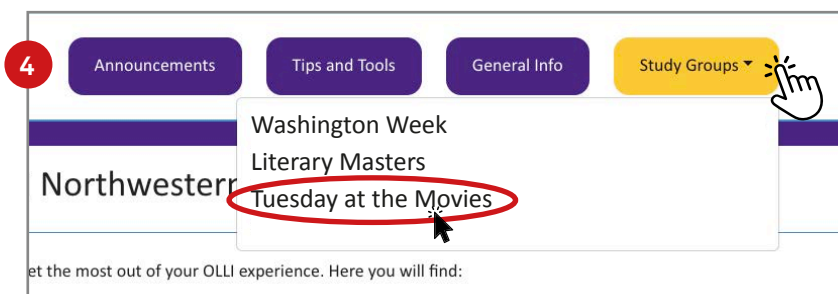
- Recordings of recent event lectures and training

• Donate tab

- Information and Links to the OLLI Member Fund

4. Study Groups

- Unique to every member
- Lists the study groups for which you are registered.
- Click on the Study Group name to take you to the Study Group page.



My OLLI NU Study Group Page

Note: My OLLI NU is optional for in-person study groups.

Every Study Group Page Will Have:

The screenshot shows a study group page for 'OLLI Study Group'. Annotations with red arrows point to various elements: 'Title' points to the group name; 'Photo' points to a large image of a campus scene; 'Coordinator name/s' and 'Term' point to the text 'Coordinator: Clint Eastwood <clint@outlaw.com>' and 'Winter 2024' respectively; 'Join Zoom Session (if your study group is virtual)' points to a 'Join Zoom Session' button, which is circled in red. A red text box next to it says 'Virtual Study Groups access their Zoom Session by clicking on this button.' Below the button is a row of five tabs: 'Syllabus', 'Sessions', 'Resources', 'Members', and 'Discussion'. These tabs are numbered 1 through 5 in red circles, and a red bracket groups them with the text 'Content is Organized by Tabs.'

Content is Organized by Tabs.

Each tab is optional (except for Members) and appears only if coordinators enter content for that tab. Some tabs may not be visible if your study group coordinators do not wish to enter content for that specific tab.

1. Syllabus Tab

- Coordinators may enter the overall Syllabus for the term.

2. Sessions Tab

- Coordinators may add the name of that week's discussion leader, that week's discussion questions, that week's reading materials.
- Information is organized by each week of your study group.
- The current week is positioned at the top of the Sessions tab; previous weeks automatically move to the bottom of the list.

3. Resources Tab

- Coordinators may enter items that are not specific to a single session/week like:
 - Welcome letter
 - Study group expectations
 - Supplemental materials like articles, videos, podcasts, charts, maps, etc.

4. Members Tab

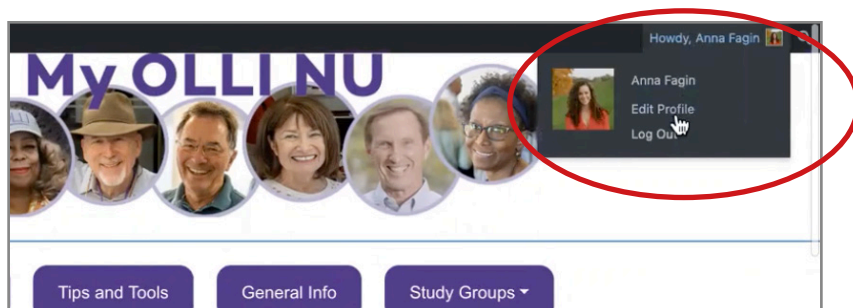
- All members in your study group are listed here.

5. Discussion Tab

- Allows group members to interact with one another by sharing information relevant to the study group.

Edit Your Profile to Change Your Password:

- Hover your mouse at the top right of the screen.
- Click Edit Profile from the dropdown menu.
- Change your password and/or update your photo.



Questions? email: olli@northwestern.edu