



**STONY BROOK
UNIVERSITY**

OLLI at SBU

How to Register for Workshops

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Adding Membership and Workshops to Cart

1. Go to www.campusce.net/stonybrook/olli

2. Click on **Sign In**.



3. Under Sign In to Existing Account, type in your Campus CE username and password underneath the corresponding box.

Sign In to Existing Account

Username:

Password:

4. Click on **Sign in**, which is underneath Password.

Sign In to Existing Account

Username:

Password:

SIGN IN

5. This will take you to your Shopping Cart. Underneath it, **Click Continue Shopping** to go to the home page.

Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

[← CONTINUE SHOPPING](#)

| ITEM | PRICE | DETAILS |
|---|--------|---------|
| There are no items in your cart. | | |
| TOTAL: | \$0.00 | |
| How did you hear about us? <div style="border: 1px solid #ccc; padding: 2px; width: 150px; display: inline-block;"> --Select One-- ▼ </div> | | |

6. This will take you to the Course Catalog page. Scroll down, and **Click** the image/box that has **Membership** underneath it.



Learning Never Retires

With OLLI at SBU

The Osher Lifelong Learning Institute at Stony Brook University (OLLI at SBU) program aims to fulfill your thirst for knowledge, engagement and educational stimulation through interpersonal and community experiences. Our members find opportunities for both educational and social enrichment, all while celebrating inclusivity and diversity.

A premier quality source of lifelong learning, OLLI at SBU is designed to appeal to those 50+ years of age through cost-effective, noncredit member-led workshops, lectures and events supporting its mission.

WHAT WE OFFER
 There are many avenues for participation, such as:

- Workshops (which you can volunteer to lead)
- Book studies
- Events
- Volunteer opportunities

Membership fees for 2022-2023
Annual Membership: \$325 for face-to-face, hybrid and Zoom workshops and year-round events
Term Membership: \$165 per semester for face-to-face, hybrid and Zoom workshops and special events.

stonybrook.edu/olli

 **Stony Brook**
University

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Membership

7. Choose which membership you would like by **clicking** the **Add to Cart button**.
You must add your membership to cart before you can register for workshops.

| |
|---|
| Term Membership |
| Fee: \$165.00 |
| Please select this option if you did not purchase an annual membership in the Fall 2021 semester. |
| A term membership entitles you to participate in the Spring 2022 semester (2/14/2022 - 5/6/2022). |
| You will be charged \$165 if you proceed with this selection. |
| ADD TO CART |
| Annual Membership |
| Fee: \$0.00 |
| Please select this option if you paid \$325 at the start of the Fall 2021 semester. |
| An annual membership entitles you to participate in the following semesters: Fall 2021, January 2022, Spring 2022, and Summer 2022 (9/2021 - 8/2022). |
| You will not be charged if you proceed with this selection. |
| ADD TO CART |

8. This will take you back to your cart with the respective membership you have chosen.
Click Continue Shopping to go back to the home page.

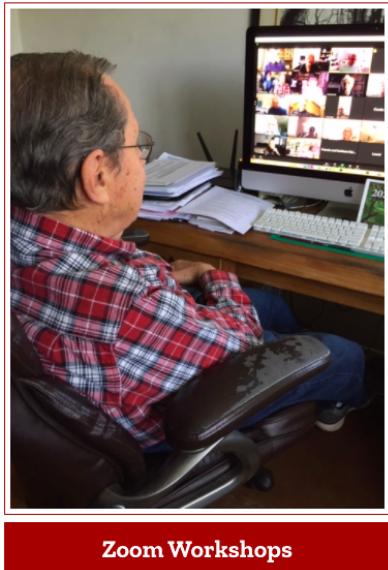
Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

Click here for instructions on how to check out.

| ITEM | PRICE | DETAILS |
|--|--------|--------------------|
| Annual Membership Section 1 8:30 AM-4:45 PM 9/9/2021-8/31/2022 0 Sessions , Room: Instructor: | \$0.00 | Remove item |
| TOTAL: | | \$0.00 |

9. To select Zoom workshops, scroll down and **Click** the image/box on the right that says **Zoom Workshops**.



10. **Click Add to Cart** on the bottom left of each workshop to add it to your cart.

A Celebration of Rock and Soul Music

Dates: 9/13/2021 - 11/22/2021

Times: 10:15 AM - 11:30 AM

Days: M

Sessions: 11

Format: **Zoom**

Instructor: **Bob Hayes**

In this course we will view and listen to some of Rock and Soul Music's greatest performers. Besides enjoying some of their finest songs and albums, we will explore their early, formative years. This will help us to better appreciate and understand their musical craft. Our class is designed to be interactive, with class participation being most welcome. Your thoughts and experiences about the music of the era can add greatly to our grasp of each of the artists we will view. For example, your recollection of a particular song or album adds to our appreciation of the music. Also, if you attended any concerts of the performers we discuss in class it would be great to hear your experiences.

Workshop Format: A mix of leader presentation and participant discussion

ADD TO CART

11. This will bring you to your cart, where you'll see the workshop added. **Click Continue Shopping** to go back to the home page.

Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

← CONTINUE SHOPPING

12. Repeat steps 9-11 to add as many Zoom workshops as you would like to your cart.
13. Once you've added all your workshops to your cart, **Click** on **Cart** again to make sure that all of your Zoom workshops have been added to your cart.



14. You have now added your membership and all of your workshops to your shopping cart.

Checking Out/Payment

1. Scroll to the very bottom of your shopping cart, and **click Check Out**.

| | | |
|--|--------|--------------------|
| A Celebration of Rock and Soul Music Section 1 12:00 PM-1:15 PM 2/14/2022-5/2/2022 11 Sessions , Room: Zoom Instructor: Bob Hayes | \$0.00 | Remove item |
| A European Grand Tour in Music Section 1 12:00 PM-1:15 PM 2/16/2022-5/4/2022 11 Sessions , Room: Zoom Instructor: David Bouchier | \$0.00 | Remove item |
| TOTAL: | | \$165.00 |

How did you hear about us?

--Select One-- ▾

CHECK OUT

2. Double check that all of your personal information is correct. If it is, scroll to the bottom and **click NEXT**. (**Click edit profile** if changes need to be made).



3. On this new page, **click the small box to the left**, so that it is checked **blue**, to indicate that you agree to the below waivers and conditions (click the red words to view each document).

Check Out : More Info

Answer all questions below and click Next. If there are no question below, click Next.

I acknowledge the Terms and Conditions - [Click here to view Terms & Conditions](#)

I agree to the Waiver of Institutional Liability for Activities and Trips - [Click here to view Liability Waiver](#)

I agree to the Volunteer Identification and Agreement OLLI at SBU - [Click here to view Volunteer Identification Agreement](#)

4. For the bottom half of this page, **click on the arrow** to the right of each question to select your answer.

I agree to the Photo and Print Authorization and Release - [Click here to view Photo and Print Authorization Release](#)

Yes

I agree to the Directory Information Authorization and Release - [Click here to view Directory Information and Authorization Release](#)

No

Are you a Brand New Member?

No

If no, what year did you join OLLI?

If you are a Brand New Member please select 2021 from the Drop Down Menu.

1991

5. Once you've answered all these questions, scroll to the bottom of the page, and **click **Next****.

Are you a Brand New Member?

Yes

If no, what year did you join OLLI?

If you are a Brand New Member please select 2021 from the Drop Down Menu.

1986

[PREVIOUS](#) [NEXT](#)

If you are purchasing a term membership for \$165, please continue to step 6.

If you are an annual member and do not need to pay for your membership, please skip to **step 9.**

6. On the payment method page, **click** on **Next**.

Check Out : Payment Method

Choose a method of payment, enter the appropriate information, and click Next.

PAYMENT METHOD

Payment type:

Credit or Debit Card

PREVIOUS

NEXT

7. If your billing information is the same, **click/check** the box left to “My contact and billing information is the same.” If it is not the same, fill in the required fields/boxes.

Check Out : Billing Information

Enter your billing information and click Next.

BILLING INFORMATION

My contact and billing information are the same

8. Scroll to the bottom and **click** on **Next**.

* Day phone: - Ext.

Eve phone: - Ext.

* E-mail:

PREVIOUS

NEXT

9. Double check that the membership and Zoom workshops that you want are in your cart.

If everything is there, scroll to the bottom and **Click on Purchase**.

BILLING INFORMATION [Change](#)

Test Test
100 Nicholls Rd

Stony Brook, NY 11794

PAYMENT INFORMATION [Change](#)

Test Test
Credit card to be processed by an external payment service

[PREVIOUS](#)

PURCHASE

10. If you are an **annual member**, you have now completed your registration! You will see a confirmation page, and you will also receive a confirmation email with a summary of all the workshops you have registered for.

Please check your spam/junk folder if you cannot find your confirmation email!

Confirmation

Your order has been submitted. You can access all **order history** and print receipts under **My Account: History**.

ORDER SUMMARY

ORDER NUMBER: 1000041 **ORDER DATE:** Tuesday, January 11, 2022 **STUDENTID:** CE1000037

| ITEM | PRICE | DETAILS |
|---|--------|---------|
| Annual Membership Section 1 8:30 AM-4:45 PM 9/9/2021-8/31/2022 0 Sessions , Room: Instructor: | \$0.00 | |
| American Foreign Policy Section 1 8:30 AM-9:45 AM 3/8/2022-5/3/2022 8 Sessions , Room: Zoom Instructor: Martin Levinson | \$0.00 | |
| ONI Photo Editing Part 2 Section 1 12:00 PM-1:15 PM 2/18/2022-5/6/2022 11 Sessions , Room: Zoom Instructor: Robert Oliva | \$0.00 | |
| Subtotal: | \$0.00 | |
| Payment: | \$0.00 | |
| Previous payments: | \$0.00 | |
| Balance: | \$0.00 | |

11. If you are **purchasing a \$165 term membership**, you will now be brought to a new window and asked to enter your credit card information.

12. Enter your credit card number, the card type, and the expiration date in the spaces provided. Then **click Continue**.

SHOP SB
Online Stores at Stony Brook University

Credit Card Information

| | |
|-----------------|---|
| Card Number: | <input type="text"/> |
| Cards Accepted: | Visa - MasterCard - Diner's Club - Discover - American Express |
| Card Type: | American Express <input type="button" value=""/> |
| Exp Date: | 12 <input type="button" value=""/> / 2021 <input type="button" value=""/> |

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

>> Continue **Reset**

13. Enter the CSC code (the three digit code usually found on the back of your credit card).

Then, review your billing information and **click**

I Authorize this transaction.

SHOP SB
Online Stores at Stony Brook University

Order Information

| | |
|---------------|----------|
| Invoice: | 1000033 |
| Total Amount: | \$165.00 |

Credit Card Information

| | |
|-----------------|---|
| Card Number: | *****1234 |
| Cards Accepted: | Visa - MasterCard - Diner's Club - Discover - American Express |
| Exp Date: | 05 <input type="button" value=""/> / 2025 <input type="button" value=""/> |
| CSC: | <input type="text"/> |

Billing Information

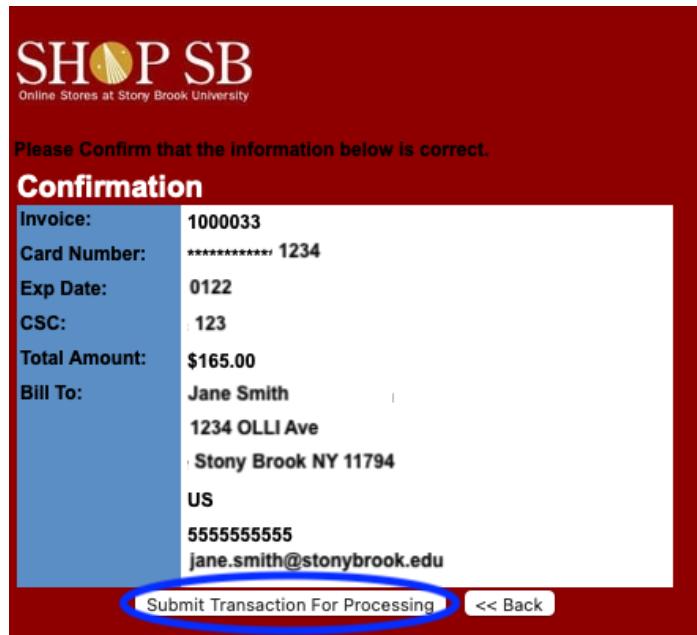
| | |
|-----------|---------------------------|
| Name: | Jane Smith |
| Address: | 1234 OLLI Ave |
| City: | Stony Brook |
| State: | NY |
| Zip Code: | 11794 |
| Country: | US |
| Phone: | 5555555555 |
| Email: | jane.smith@stonybrook.edu |

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

I Authorize this transaction **Reset**

14. You'll then be asked to confirm that your credit card and billing information are correct.
After you've reviewed all of the information, **click Submit Transaction For Processing**.

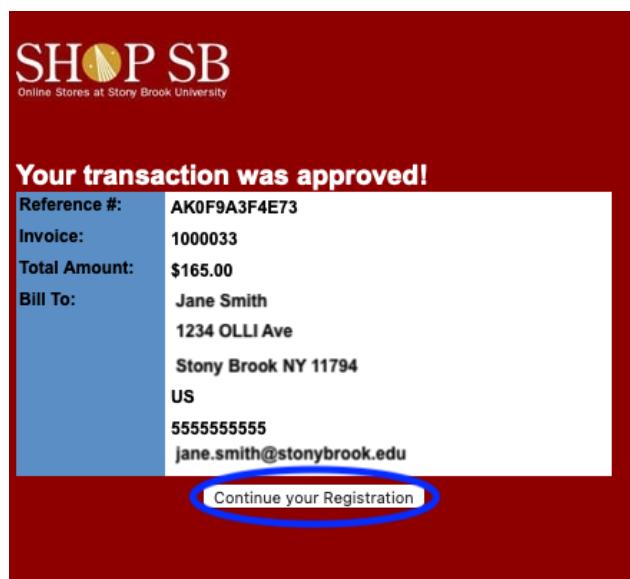


The screenshot shows a confirmation page for a transaction. At the top, the SHOP SB logo is displayed with the text "Online Stores at Stony Brook University". Below this, a message reads "Please Confirm that the information below is correct." A section titled "Confirmation" lists the following payment details:

| | |
|---------------|--|
| Invoice: | 1000033 |
| Card Number: | *****1234 |
| Exp Date: | 0122 |
| CSC: | 123 |
| Total Amount: | \$165.00 |
| Bill To: | Jane Smith 1234 OLLI Ave Stony Brook NY 11794 US 5555555555 jane.smith@stonybrook.edu |

At the bottom of the page are two buttons: "Submit Transaction For Processing" (which is circled in blue) and "<< Back".

15. You'll now receive a message saying "Your transaction was approved!"
Click Continue your Registration to go back to the registration website and print your order confirmation.



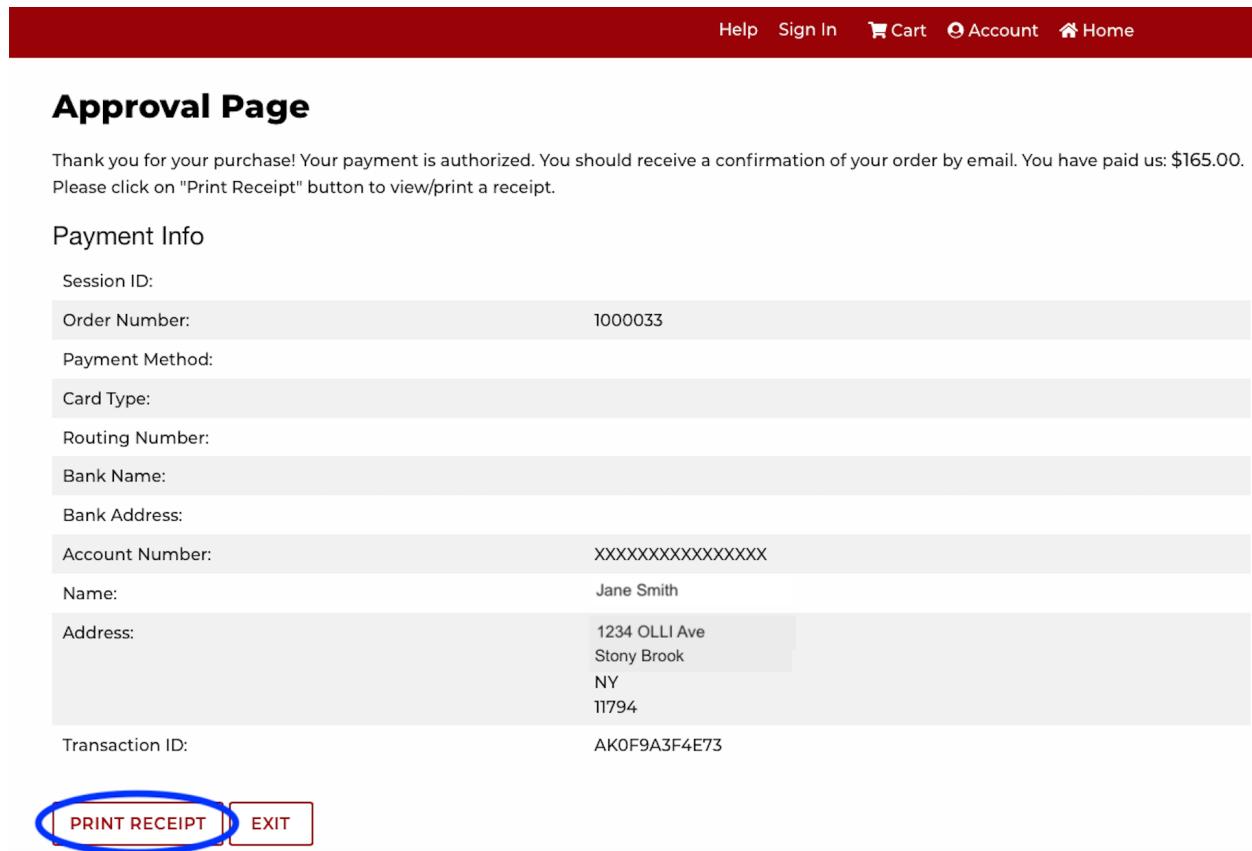
The screenshot shows a confirmation page with the SHOP SB logo and the message "Your transaction was approved!". Below this, a summary of the transaction details is provided:

| | |
|---------------|--|
| Reference #: | AK0F9A3F4E73 |
| Invoice: | 1000033 |
| Total Amount: | \$165.00 |
| Bill To: | Jane Smith 1234 OLLI Ave Stony Brook NY 11794 US 5555555555 jane.smith@stonybrook.edu |

At the bottom of the page is a button "Continue your Registration" (which is circled in blue).

16. You will now see your order confirmation. You will also receive a copy of your order confirmation via email.

Additionally, you can print your confirmation by clicking on the **Print Receipt** button at the bottom of the page. Once you're done viewing your confirmation, you can click **Exit** or close your browser.



The screenshot shows a web page titled "Approval Page". At the top, there is a red navigation bar with links: Help, Sign In, Cart, Account, and Home. The main content area starts with a message: "Thank you for your purchase! Your payment is authorized. You should receive a confirmation of your order by email. You have paid us: \$165.00. Please click on "Print Receipt" button to view/print a receipt." Below this message, there is a section titled "Payment Info" with the following details:

| | |
|-----------------|---|
| Session ID: | |
| Order Number: | 1000033 |
| Payment Method: | |
| Card Type: | |
| Routing Number: | |
| Bank Name: | |
| Bank Address: | |
| Account Number: | XXXXXXXXXXXXXXXXXX |
| Name: | Jane Smith |
| Address: | 1234 OLLI Ave Stony Brook NY 11794 |
| Transaction ID: | AK0F9A3F4E73 |

At the bottom of the page, there are two buttons: "PRINT RECEIPT" and "EXIT". The "PRINT RECEIPT" button is highlighted with a blue oval.