



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**.



**STONY BROOK
UNIVERSITY**

Help **Sign In** Cart Account Home

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.



ITEM	PRICE	DETAILS
There are no items in your cart.		
TOTAL:	\$0.00	

How did you hear about us?

--Select One-- ▾

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 Older 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)
- Lecture series
- Events
- Volunteer opportunities

Membership fees for 2021-2022

Annual Membership: \$285 for face-to-face, hybrid and Zoom workshops and year-round events

Term Membership: \$485 per semester for face-to-face, hybrid and Zoom workshops and special events

stonybrook.edu/olli

Stony Brook University

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.

← CONTINUE SHOPPING

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**.



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.



**STONY BROOK
UNIVERSITY**

Welcome, TestDevon

[Help](#) [Sign Out](#) [Cart](#) [Account](#) [Home](#)

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	\$0.00	Remove item
Section 1		
12:00 PM-1:15 PM 2/14/2022-5/2/2022		
11 Sessions , Room: Zoom		
Instructor: Bob Hayes		
A European Grand Tour in Music	\$0.00	Remove item
Section 1		
12:00 PM-1:15 PM 2/16/2022-5/4/2022		
11 Sessions , Room: Zoom		
Instructor: David Bouchier		
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).

EDIT PROFILE **NEXT**

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:	<input type="text" value="973"/>	<input type="text" value="891"/>	-	<input type="text" value="7891"/>	Ext. <input type="text"/>
Eve phone:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	Ext. <input type="text"/>
* E-mail:	<input type="text" value="sbuollitest@gmail.com"/>				

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	\$0.00	
Section 1		
8:30 AM-4:45 PM 9/9/2021-8/31/2022		
0 Sessions , Room:		
Instructor:		
American Foreign Policy	\$0.00	
Section 1		
8:30 AM-9:45 AM 3/8/2022-5/3/2022		
8 Sessions , Room: Zoom		
Instructor: Martin Levinson		
ONI Photo Editing Part 2	\$0.00	
Section 1		
12:00 PM-1:15 PM 2/18/2022-5/6/2022		
11 Sessions , Room: Zoom		
Instructor: Robert Oliva		
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**.

The screenshot shows the 'Credit Card Information' section of the SHOP SB website. It includes fields for Card Number, Card Type (set to American Express), and Exp Date (set to 12 / 2021). A 'Continue' button is circled in blue. Below the form, there is a note about character sets and a 'Reset' button.

SHOP SB
Online Stores at Stony Brook University

Credit Card Information

Card Number:

Cards Accepted: Visa - MasterCard - Diner's Club - Discover - American Express

Card Type: American Express

Exp Date: 12 / 2021

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.

The screenshot shows the 'Order Information' and 'Billing Information' sections of the SHOP SB website. The Order Information section displays Invoice 1000033 and Total Amount \$165.00. The Credit Card Information section shows Card Number (masked), Card Type (set to American Express), Exp Date (set to 05 / 2025), and a CSC field. The Billing Information section includes fields for Name, Address, City, State, Zip Code, Country, Phone, and Email. A 'Continue' button is circled in blue. Below the form, there is a note about character sets and a 'Reset' button.

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 / 2025

CSC:

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**.

SHOP SB
Online Stores at Stony Brook University

Please Confirm that the information below is correct.

Confirmation

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

[Submit Transaction For Processing](#) [<< 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.

SHOP SB
Online Stores at Stony Brook University

Your transaction was approved!

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

[Continue your Registration](#)

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.

[Help](#) [Sign In](#) [Cart](#) [Account](#) [Home](#)

Approval Page

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.

Payment Info

Session ID:

Order Number: 1000033

Payment Method:

Card Type:

Routing Number:

Bank Name:

Bank Address:

Account Number: XXXXXXXXXXXXXXXX

Name: Jane Smith

Address: 1234 OLLI Ave
Stony Brook
NY
11794

Transaction ID: AK0F9A3F4E73

[PRINT RECEIPT](#)

[EXIT](#)