



# Online Registration Instructions

OSHER LIFELONG  
LEARNING INSTITUTE

**Step #1:** Go to the OLLI website at  
[www.umb.edu/olli](http://www.umb.edu/olli)

**Step #2:** Click “Courses & Programs”

University of Massachusetts Boston [Search](#) [MyUMass](#) [UMass Boston Resources](#) [Navigate](#)

## Osher Lifelong Learning Institute



**Step #2: Click “Courses & Programs”** →

[Courses & Programs](#) **Never Stop Learning**

[OLLI Membership](#)

[Special Interest Groups](#)

[OLLI Upcoming Events](#)

[About OLLI](#)

[Connect and Locations](#)

[20th Anniversary](#)

[Strategic Plan 2020-2025](#)

**Attention:** Due to concerns over COVID-19, UMass Boston is currently operating online only. Many answers about the campus's response to the coronavirus can be found in our special [coronavirus web section](#). See information below for an update on OLLI's spring semester.

Part of the UMass Boston's **Gerontology Institute**, the **Osher Lifelong Learning Institute** at UMass Boston provides lifelong learning, trips, and social activities for those over age 50. OLLI is affiliated with the national network of learning in retirement programs organized by the Bernard Osher Foundation.

[OLLI Spring Semester Update](#) i

# Step #3: Log in to your OLLI account.

University of Massachusetts Boston [Search](#) [MyUMass](#) [UMass Boston Resources](#) [Navigate](#)

## Osher Lifelong Learning Institute

[Courses & Programs](#)

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### Courses & Programs

[OLLI Spring Semester Update](#) 

Welcome to OLLI's courses and programs information page. You do not need to be an OLLI member to browse our course and brown bag offerings, but only those with valid OLLI memberships can register for courses and brown bag lectures. If you are not a member but would like to view a selection of past course and Brown Bag lectures, click [here](#) to visit our [Archived Presentations](#) page. If you are an OLLI member, you can sign in using your User Name and Password. Please scroll down this page for more information about signing in. If you have trouble with registering online, here is the [instruction manual](#) that will guide you through the process.

**Click here to log in to your OLLI account.** 

- » [Browse courses and programs](#)
- » [Log into your OLLI account](#)

# Step #4: Sign into your existing account.

**Username and Password should be assigned to you by OLLI staff. The "Welcome to OLLI" email has this information, or contact the office if you have forgotten these details.**

[About Us](#)

[Courses & Programs](#)

[Join OLLI & Register](#)

[Teach for OLLI](#)

[Special Interest Groups](#)

[News](#)

[Events](#)

[Contact Us](#)

## Sign In

**Anyone can browse our course catalog without signing in!**  
Choose Courses and Programs to browse our upcoming learning opportunities.

**OLLI Members:** To begin the registration process, enter your Username and Password. If you need assistance, please contact our office at [ollireg@gmail.com](mailto:ollireg@gmail.com).

**Usernames** have been assigned by OLLI and are not case-sensitive. If you have forgotten your Username, click on Find My Username and an email reminder will be sent to you. If you choose to reset your Username, use any combination of six or more characters.

**Passwords** have also been assigned by OLLI, unless you have customized your password yourself. Passwords are case-sensitive and must be entered exactly as assigned. If you need a reminder of your password, contact OLLI at [ollireg@gmail.com](mailto:ollireg@gmail.com). If you choose to RESET YOUR PASSWORD, a temporary password will be sent to your email account. When you have the password, return to the SIGN IN screen and enter both your Username and your temporary password. Then you can reset your password again to something you can remember. Please write down your Username and Password for future use.

### Sign In to Existing Account

Username:

Password:

[Find My Username](#)  
[Reset My Password](#)

**Step#5:** Once you have successfully signed in you should see your name on the top right of the page - "Welcome, \_\_\_\_\_"



The screenshot shows the homepage of the Osher Lifelong Learning Institute at the University of Massachusetts Boston. The top navigation bar includes links for "University of Massachusetts Boston", "Welcome, LuciSign Out", "View Cart", "My Account", and "Help". Below the navigation is a banner image of several people in a classroom setting. A blue arrow points upwards from the text "Welcome, \_\_\_\_\_" to the "Welcome, LuciSign Out" link in the top right corner of the banner. The main content area features the "Osher Lifelong Learning Institute" logo and a sub-header "at the University of Massachusetts Boston". Below this are links for "Join/Renew Membership", "Register", "Advanced Search", and "Course Catalog Home". A "OLLI Course Catalog" link is also present. On the left, a sidebar lists navigation links: "About Us", "Courses & Programs", "Join OLLI & Register", "Teach for OLLI", "Special Interest Groups", "News", "Events", and "Contact Us". The main content area for the course catalog includes a message about Spring 2016 course registration and a list of days: "Monday", "Tuesday", "Wednesday", and "Thursday". A note on the right side of the catalog area says "Please select a category from the list on the left to continue.".

# Step#6: Browse courses by day or by topic. Click on available courses to get more information

Select a day for a list of courses on that day.

Select a topic for a list of courses on that topic.

Further down this list you will find OLLI Talks and other events

The screenshot shows the OLLI Course Catalog homepage. At the top, there are links for 'Join/Renew Membership', 'Register', 'Advanced Search', and 'Course Catalog Home'. Below that, a sidebar on the left lists 'About Us', 'Courses & Programs', 'Join OLLI & Register', 'Teach for OLLI', 'Special Interest Groups', 'News', 'Events', and 'Contact Us'. The main content area has a heading 'OLLI Course Catalog' and a note about Spring 2016 course registration. It then branches into two sections: 'COURSES BY DAY' (with links for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and 'COURSES BY TOPIC' (with links for The Arts, Business and Technology, Culture and Travel, History and Current Affairs, Literature, Language and Writing, and Philosophy and Sociology). A list of 'Monday Classes' is also provided.

Join/Renew Membership | Register | Advanced Search | Course Catalog Home

OLLI Course Catalog

Registration for Spring 2016 courses is now open. Brown Bag registration will open by the end of February.

Select items on the list to browse Courses by Day, Courses by Topic, Offsite Courses, Programs and Special Events. To join or renew membership, [submit a membership form](#) and payment to the OLLI office. Brown Bag information will be published on a monthly basis beginning in February for March presentations. Please note that we do not accept membership or registration by phone.

**COURSES BY DAY**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

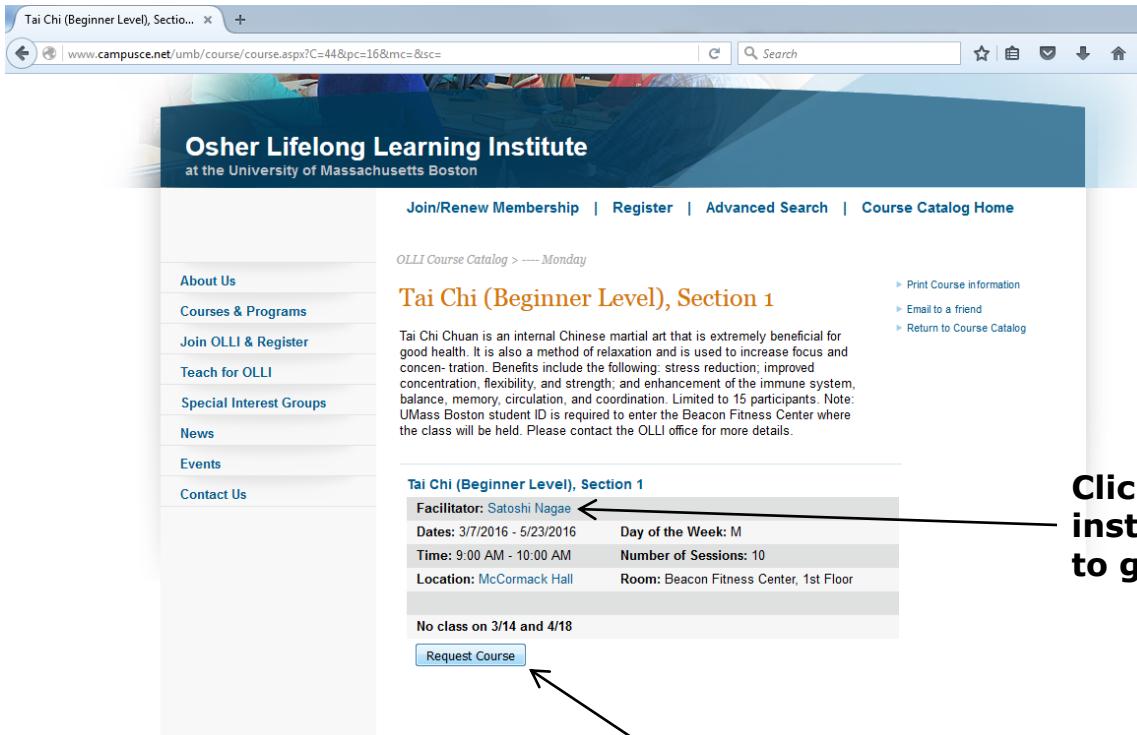
**COURSES BY TOPIC**

- The Arts
- Business and Technology
- Culture and Travel
- History and Current Affairs
- Literature, Language and Writing
- Philosophy and Sociology

**Monday Classes**

- Tai Chi (Beginner Level), Section 1
- The Food of North America
- West of Here (Video Conference)
- Intermediate French Conversation Through Cinema
- Introduction to Conflicts in South Asia
- Ancient and Modern Poetry
- iPad for Absolute Beginners, Part 2
- Faith and the Earth
- Cultivating an Online Community: An Introduction to Facebook and Twitter
- Morocco - From the High Atlas Peaks to Saharan Dunes (Video Conference)
- Perpetual War for Perpetual Peace: Whither the American Empire?
- Working in Watercolor
- Building Boston's Back Bay: Its Glory Years 1800's
- What Happened to All the Flowers?

# Step #7: To request a course you would like to take, click on the “Request Course” button.



The screenshot shows a web browser displaying the Osher Lifelong Learning Institute course catalog. The page is for a Tai Chi (Beginner Level) course, Section 1, taught by Satoshi Nagae on Mondays. The course details include dates (3/7/2016 - 5/23/2016), time (9:00 AM - 10:00 AM), location (McCormack Hall), and number of sessions (10). A note states 'No class on 3/14 and 4/18'. A 'Request Course' button is at the bottom. A red box highlights the instructor's name, Satoshi Nagae, with a callout pointing to it. Another callout with a red border and text 'Select “Request Course” to add this course to your shopping cart.' points to the 'Request Course' button.

Tai Chi (Beginner Level), Sectio... +

www.campusce.net/umb/course/course.aspx?C=44&pc=16&mc=8&sc=

Osher Lifelong Learning Institute  
at the University of Massachusetts Boston

Join/Renew Membership | Register | Advanced Search | Course Catalog Home

OLLI Course Catalog > ---- Monday

**Tai Chi (Beginner Level), Section 1**

Tai Chi Chuan is an internal Chinese martial art that is extremely beneficial for good health. It is also a method of relaxation and is used to increase focus and concentration. Benefits include the following: stress reduction; improved concentration, flexibility, and strength; and enhancement of the immune system, balance, memory, circulation, and coordination. Limited to 15 participants. Note: UMass Boston student ID is required to enter the Beacon Fitness Center where the class will be held. Please contact the OLLI office for more details.

Facilitator: Satoshi Nagae

Dates: 3/7/2016 - 5/23/2016 Day of the Week: M

Time: 9:00 AM - 10:00 AM Number of Sessions: 10

Location: McCormack Hall Room: Beacon Fitness Center, 1st Floor

No class on 3/14 and 4/18

**Request Course**

**Click on  
instructor's name  
to get biography**

**Select “Request Course”  
to add this course to  
your shopping cart.**

# Step #8: Select “Check Out” if you are ready to check out; if not, then click “Return to OLLI Course Catalog” to select more courses.

Shopping Cart

Join/Renew Membership | Register | Advanced Search | Course Catalog Home

Shopping Cart

Request additional courses by clicking on [Return to OLLI Course Catalog](#) and requesting each course. Then preview the items in your cart. When you've added all the courses of interest, click [Check Out](#) and click through subsequent screens. If you change your mind about taking a course, click [Remove from Waitlist](#) to delete the course from your Cart. If you decide later to drop a course, please email the OLLI office at [ollireg@gmail.com](mailto:ollireg@gmail.com). **IMPORTANT:** Your transaction is not complete until you reach the Confirmation page and you receive an email notification of your requests!

If you do not see a *Request Course* or an *Add to Cart* button, your membership with OLLI has expired and you will need to renew or join Membership before you can register for courses and programs. Click on [Membership](#) to see package options.

Item	Price	Details
Tai Chi (Beginner Level), Section 1 Section A 9:00 AM-10:00 AM, 3/7/2016 - 5/23/2016 10 Sessions Location: McCormack Instructor: Satoshi Nagae	\$0.00	<a href="#">Remove from Waitlist</a>

TOTAL: \$0.00

How did you hear about us?  
--Select One--

[Check Out](#)

**Click “Return to OLLI Course Catalog” to add something else.**

**Click “Remove from Waitlist” to delete course from your shopping cart.**

**Click “Check Out” if you are ready to check out.**

# Step#9: Click “Edit Profile” if you need to make changes to your profile. If not, please click “Next.”

Check Out : My Information

https://www.campusce.net/umb/cart/checkout1.aspx

Courses & Programs  
Join OLLI & Register  
Teach for OLLI  
Special Interest Groups  
News  
Events  
Contact Us

Check Out : My Information

Enter your contact information and other information, and then click Next. Note that OLLI UMass Boston uses a default birth date of 1/1/1900 for privacy purposes but your birth YEAR is very important for our reporting needs. Please provide the correct birth year on the following page.

My Contact Information

Required fields are indicated by an asterisk (\*)

Title: Ms.   
\* First name:   
Initial:   
\* Last name:   
\* Address 1:   
Address 2:   
\* City:   
\* State :   
\* Zip Code:   
\* Day phone:   -  Ext.   
Eve phone:  -  Ext.   
\* Date Of Birth:  (MM/DD/YYYY)  
E-mail:   
 Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these marketing emails.

Click “Edit Profile” to make changes to your contact info.

Edit Profile

Next

Click “Next” to continue checking out.

# Step #10: Click “Purchase” to submit your selections

Check Out : Purchase

Join/Renew Membership | Register | Advanced Search | Course Catalog Home

[Shopping Cart](#) > Check Out

**Check Out : Purchase**

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order. You will receive an email confirmation of your requests.

If you have a special request regarding a specific course (if you carpool with someone, need an assistive listening device, etc.) please send an email now to [ollioreg@gmail.com](mailto:ollioreg@gmail.com) including your name, name of the course or program and your request.

Item	Price	Details
Tai Chi (Beginner Level), Section 1 Section A 9:00 AM-10:00 AM, 3/7/2016 - 5/23/2016 10 Sessions Location: McCormack Instructor: Satoshi Nagae	\$0.00	
TOTAL:	\$0.00	

1: Registration  
2: My Information  
3: More Info  
4: Purchase

Previous Purchase

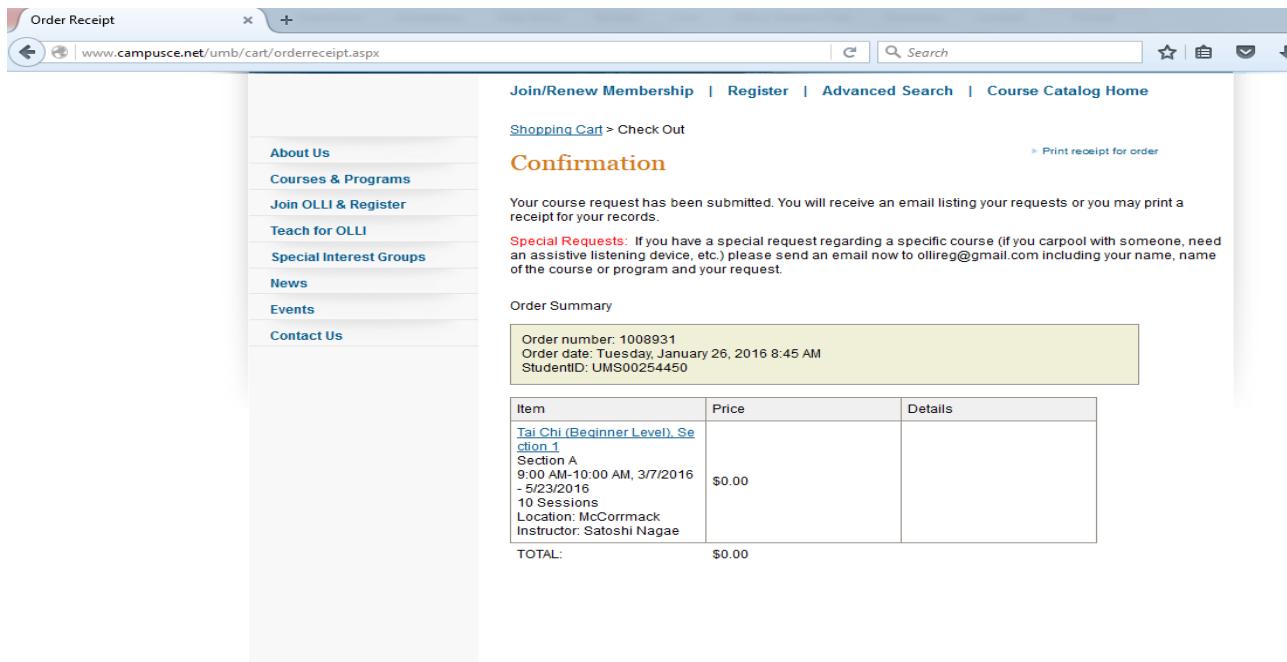
**Note:** In the next step, you can rearrange your course priorities, but the email confirmation you get will reflect the original order in which you added them.

Click “Previous” to go back, if needed.

Click “Purchase” to submit the course(s) selected.

# Step #10 (Cont.) Confirmation:

You will see a CONFIRMATION of your selections and will also receive an acknowledgement by email (see next slide). **DO NOT STOP HERE!**



The screenshot shows a web browser window titled "Order Receipt" with the URL [www.campusce.net/umb/cart/orderreceipt.aspx](http://www.campusce.net/umb/cart/orderreceipt.aspx). The page is a confirmation of a course request. On the left, there is a sidebar with links to "About Us", "Courses & Programs", "Join OLLI & Register", "Teach for OLLI", "Special Interest Groups", "News", "Events", and "Contact Us". The main content area has a header with "Join/Renew Membership", "Register", "Advanced Search", and "Course Catalog Home". Below this, a "Shopping Cart > Check Out" section includes a "Print receipt for order" link. The "Confirmation" section states: "Your course request has been submitted. You will receive an email listing your requests or you may print a receipt for your records." It also includes a "Special Requests" note: "If you have a special request regarding a specific course (if you carpool with someone, need an assistive listening device, etc.) please send an email now to [ollireg@gmail.com](mailto:ollireg@gmail.com) including your name, name of the course or program and your request." The "Order Summary" section shows the order number (1008931), date (Tuesday, January 26, 2016 8:45 AM), and student ID (UMS00254450). The "Item" table lists a course entry: "Tai Chi (Beginner Level) Section 1" with "Section A", "9:00 AM-10:00 AM, 3/7/2016 - 5/23/2016", "10 Sessions", "Location: McCormack", and "Instructor: Satoshi Nagae". The "Price" column shows "\$0.00" and the "Details" column is empty. At the bottom, it says "TOTAL: \$0.00".

# Check your email for confirmation.

**After you click “Purchase,” within a few minutes, you should receive an email that lists the details of what you’ve chosen.**

**You will see “Waitlisted” marked on all course your selections. You are waitlisted until the allocation process assigns courses based on your and others' priorities. This lottery process occurs about a week after the course request deadline. After the deadline, you will get a second email confirming your courses.**

## OLLI Order Acknowledgement

To: Andrew Glazier

Drew TEST  
100 Morrissey Blvd. McCormack Hall, 3rd Floor, UMass Boston  
BOSTON , MA 02125



Dear OLLI Member,

We have received your course or Brown Bag request for Spring 2020. The status of each request is listed below. If you have questions, please contact the OLLI office by email at [ollireg@gmail.com](mailto:ollireg@gmail.com).

Item number: SP20SPSPEV200A

Coffee Chat - Monday Mornings

Time: 9:00 AM-9:45 AM Date: 4/13/2020-5/18/2020

5 Sessions, Location: Video or phone conference, Room:

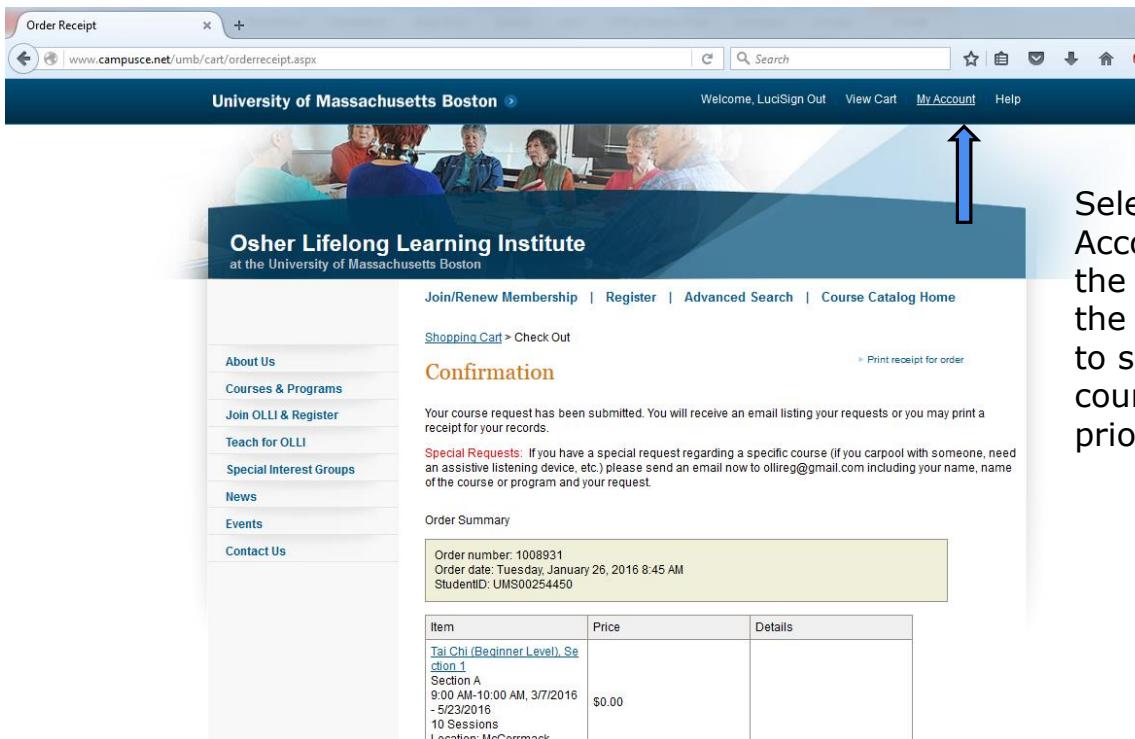
Instructor:

Note: No Coffee Chat on 4/20. Link and/or phone number will be shared the day before the coffee chat.

Note:

## Step#11:

***Set your course priorities:*** There's one more important step. You need to tell us your course priorities so we can try to register you for the courses you are most interested in. Click on MY ACCOUNT at the top of the page.

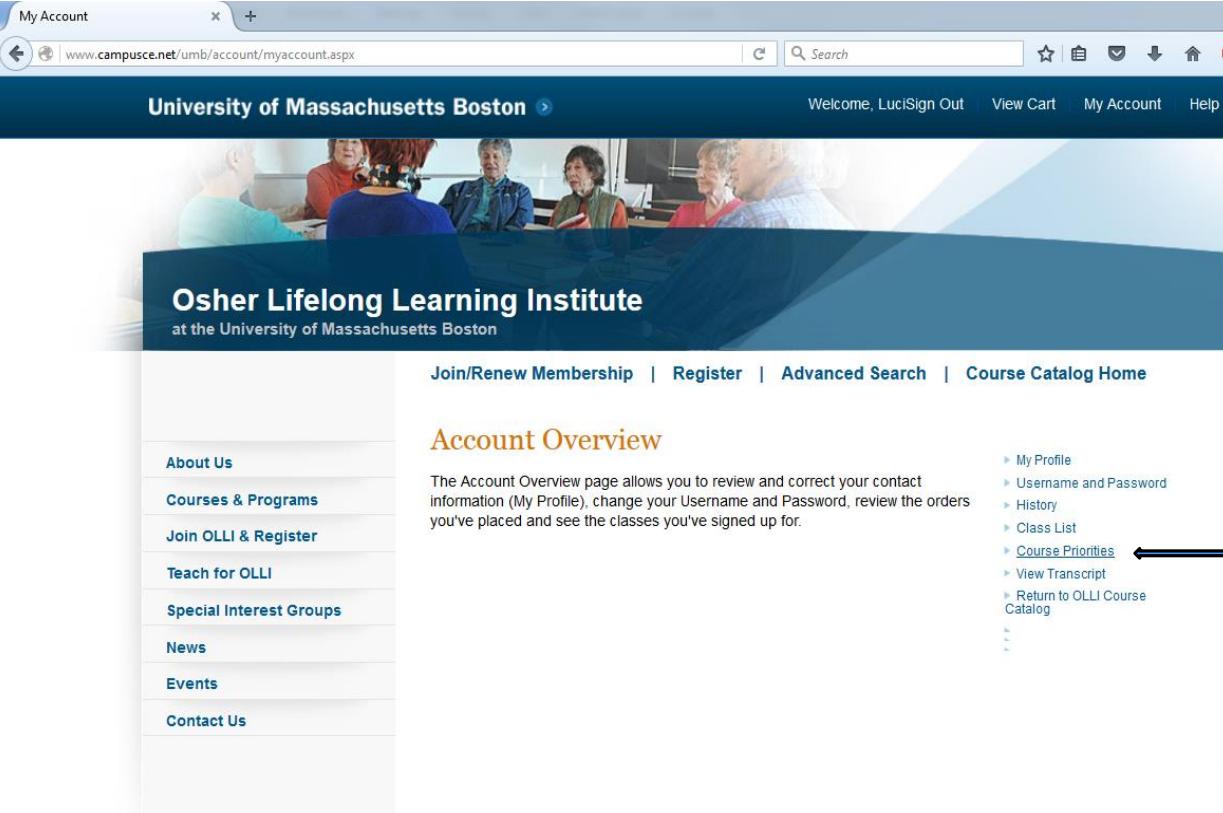


The screenshot shows a web browser window with the following details:

- Page Title:** Order Receipt
- URL:** www.campusce.net/umb/cart/orderreceipt.aspx
- Header:** University of Massachusetts Boston, Welcome, Log In, View Cart, My Account, Help
- Section:** Osher Lifelong Learning Institute at the University of Massachusetts Boston
- Navigation:** Join/Renew Membership, Register, Advanced Search, Course Catalog Home
- Cart:** Shopping Cart > Check Out, Print receipt for order
- Confirmation:** Your course request has been submitted. You will receive an email listing your requests or you may print a receipt for your records.
- Special Requests:** If you have a special request regarding a specific course (if you carpool with someone, need an assistive listening device, etc.) please send an email now to ollireg@gmail.com including your name, name of the course or program and your request.
- Order Summary:** Order number: 1008931, Order date: Tuesday, January 26, 2016 8:45 AM, StudentID: UM900254450
- Table:** Shows a single item: Tai Chi (Beginner Level), Section 1, Section A, 9:00 AM-10:00 AM, 3/7/2016 - 5/2/2016, 10 Sessions, Location: McCormack. Price: \$0.00.

Select "My Account" on the top of the screen to set your course priorities.

# Step #12: On the right hand side in small-print click “Course Priorities” to set your priorities.



The screenshot shows a web browser window for 'My Account' at [www.campusce.net/umb/account/myaccount.aspx](http://www.campusce.net/umb/account/myaccount.aspx). The page is titled 'University of Massachusetts Boston' and features a banner for the 'Osher Lifelong Learning Institute at the University of Massachusetts Boston'. The main content area is titled 'Account Overview' and includes a sidebar with links like 'About Us', 'Courses & Programs', and 'Contact Us'. On the right, a list of account management links is shown, with 'Course Priorities' highlighted in blue and underlined, accompanied by a blue arrow pointing to it.

My Account

www.campusce.net/umb/account/myaccount.aspx

Search

University of Massachusetts Boston

Welcome, LuciSign Out View Cart My Account Help

Osher Lifelong Learning Institute  
at the University of Massachusetts Boston

Join/Renew Membership | Register | Advanced Search | Course Catalog Home

**Account Overview**

The Account Overview page allows you to review and correct your contact information (My Profile), change your Username and Password, review the orders you've placed and see the classes you've signed up for.

About Us

Courses & Programs

Join OLLI & Register

Teach for OLLI

Special Interest Groups

News

Events

Contact Us

My Profile

Username and Password

History

Class List

**Course Priorities** ←

View Transcript

Return to OLLI Course Catalog

Click  
**“Course  
Priorities”**  
to set your  
priorities.

**Step #13:** You will see a list of all the courses that you've requested and a box next to the course where you can enter a number that represents the order of preference (one = most preferred). List a number next to each course and **SAVE PRIORITIES**.

**Click "Save Priorities" once you have finalized your course priorities.** →

**Click the drop down box to change your course priority.**

**Course Priorities**

**About Us**

**Courses & Programs**

**Join OLLI & Register**

**Teach for OLLI**

**Special Interest Groups**

**News**

**Events**

**Contact Us**

**IMPORTANT:** OLLI UMass operates a lottery system for course registration in order to give members an equal opportunity to participate in their courses of interest. The computer lottery assigns students who submit course requests by February 12, 2016 in order of course priority. Students who indicate that a course is their first or second priority will have the best chance of admission to that course but we can never guarantee enrollment.

To list your priorities, change the numbers to the right of the courses listed below to indicate your order of preference (1 = first choice; 2 = second choice, etc). Be sure to click on Save Priorities above the list! Your courses will be shown as Waitlisted until the lottery is concluded. You will be notified by email of confirmed courses in late August.

**Save Priorities** **Print**

Term	Course ID	SKU	Status	Title	Instructor	Schedule	Priority
SP16	SCHE108	SP16CLSCHE108A	WaitListed	Tai Chi (Beginner Level), Section 1	Satoshi Nagae	Mar 7 2016 9:00AM-May 23 2016 10:00AM	<input type="button" value="1"/> <input checked="" type="button" value="1"/> <input type="button" value="2"/>
SP16	BTEC107	SP16CLBTEC107A	WaitListed	Unlocking the Secrets of the Digital Camera Part 2: Taking Control of Composition and Light	Jim McEneaney	Apr 19 2016 10:00AM-May 24 2016 11:30PM	<input type="button" value="2"/> <input type="button" value="1"/>

**\*\*Note: You will not get a new confirmation email message each time you change your priorities. The only email confirmation you will receive is that from your original submission.\*\***

# Step #14: Don't Forget to Sign Out of your account! Congratulations: you are finally done with registration!!!!



The screenshot shows the 'Course Priorities' page of the Osher Lifelong Learning Institute website. The header includes the 'University of Massachusetts Boston' logo, a search bar, and links for 'Welcome, LuciSign Out', 'View Cart', and 'My Account'. A blue arrow points to the 'Welcome, LuciSign Out' link. The main content area features a banner for the Osher Lifelong Learning Institute and links for 'Join/Renew Membership', 'Register', 'Advanced Search', and 'Course Catalog Home'. The left sidebar contains links for 'About Us', 'Courses & Programs', 'Join OLLI & Register', 'Teach for OLLI', 'Special Interest Groups', 'News', 'Events', and 'Contact Us'. The right sidebar contains links for 'My Profile', 'Username and Password', 'History', 'Class List', 'Course Priorities', 'View Transcript', and 'Return to OLLI Course Catalog'. The central content area contains text about the course registration lottery system and instructions for setting priorities.

Course Priorities

IMPORTANT: OLLI UMass operates a lottery system for course registration in order to give members an equal opportunity to participate in their courses of interest. The computer lottery assigns students who submit course requests by February 12, 2016 in order of course priority. Students who indicate that a course is their first or second priority will have the best chance of admission to that course but we can never guarantee enrollment.

To list your priorities, change the numbers to the right of the courses listed below to indicate your order of preference (1 = first choice, 2 = second choice; etc). Be sure to click on Save Priorities above the list! Your courses will be shown as Waitlisted until the lottery is concluded. You will be notified by email of confirmed courses in late August.

**IMPORTANT:**  
**Remember to**  
**click "Sign**  
**Out" to log out**  
**of your**  
**account!**