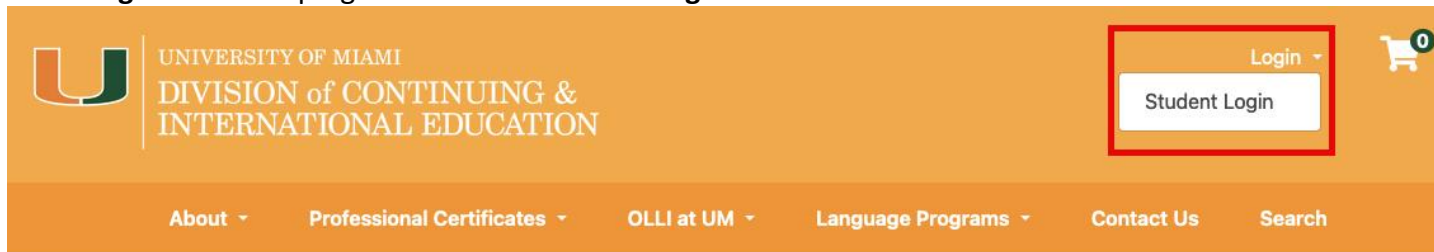


OLLI Registration – Quick Guide

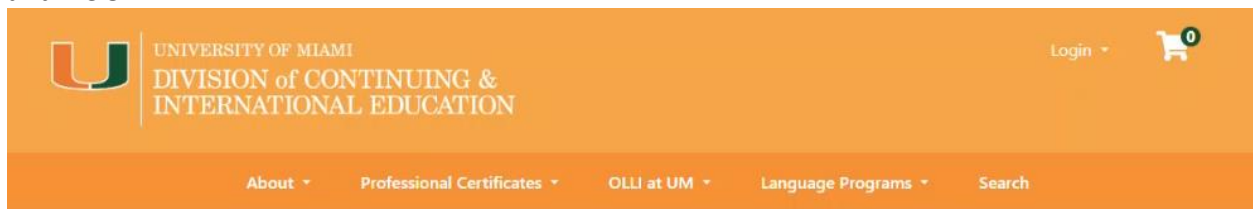
1. Navigate to ucontinue.miami.edu/olli.
2. Click **“Login”** on the top right and select **“Student Login”**.



Osher Lifelong Learning Institute



3. From the login page, select **“Continue”** under the **“I have an account already”**. You will be taken to the University of Miami login page. *Please note this step requires you already have a CaneID, a password and DUO MFA.*



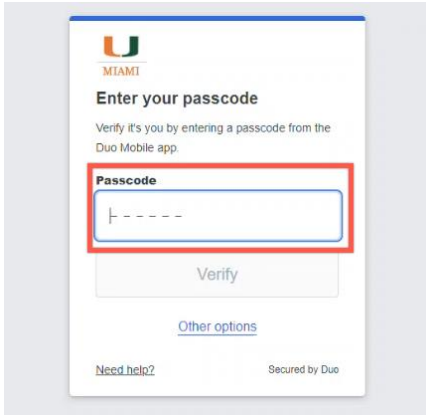
Log-In to Student Portal

| | |
|---|---|
| I have an account already | I am a new user |
| I have an account already Log in using your external account information. | I am a temporary user Log in using your existing account information. |
| <input type="button" value="Continue"/> | <input type="button" value="Forgot User Name"/> |
| | <input type="text" value="User Name (case sensitive)"/> |
| | <input type="button" value="Forgot Password"/> |
| | <input type="text" value="Password (case sensitive)"/> |
| | <input type="button" value="Log In"/> |
| | <input type="text" value="Email"/> |
| | <input type="text" value="Retype Email Address"/> |
| | <input type="button" value="Create Account"/> |

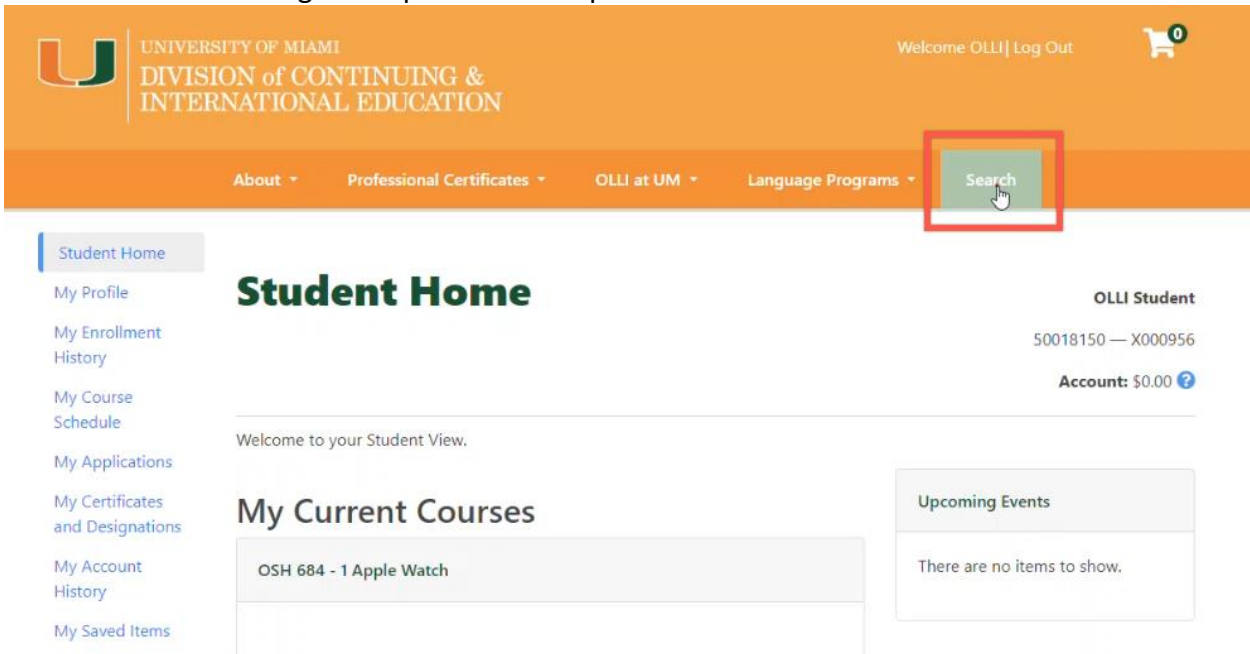
4. Enter your CaneID and password, click “Sign In”.



5. Next you will be prompted to enter the Duo Passcode.



6. After a successful login, you will be redirected to the “Student Home” dashboard. Click the “Search” navigation option at the top.



7. On the “Course Search” page, expand the search box by click on “Advance Search Options” green bar.

- Click on the **“Course Category”**.
- Select **Lifelong Learners**.
- Click **“Search”** on the bottom right of the page.

Student Portal ▾ About ▾ Professional Certificates ▾ OLLI at UM ▾ Language Programs ▾ Search

Course Search

Search for courses using any of the following criteria.
Enter a course number, any part of the course title, or a keyword:

Advanced Search Options —

Program Code : Course No.:

Course Category:

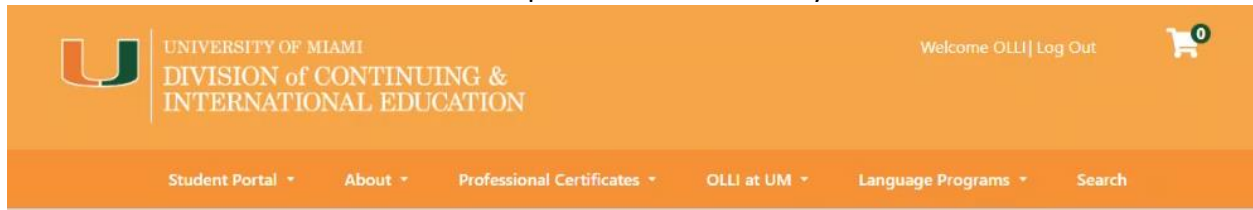
Any Course Category
Corporate and Group Training
Language Programs
Lifelong Learners
Professional Advancement
 Business and Communication Skills Programs
 Civil Science Fundamentals
 Electronic Medical Record
 Financial Planning Programs

Instruction Method:

Day of the Week: Start Time: Start Month:

Filter By Course Availability :
 Search scheduled courses
 Search all courses

11. All available courses for OLLI will show up. Click on the course you're interested.





Course Search Results

Search Again

To view the description, dates and times offered, and additional information about a course, click a course name below.

List Grid

| Course | Location | Delivery Options | Availability |
|--|----------|------------------|--------------|
|  Apple Watch OSH 684 | | | Available |
|  SIG: Book Club OSH 335 | | | Available |

12. The course will display all available sections. Click on the green bar with the showing the course number. This will show section details (Date, Time, Online, In-Person, etc) and select "Add to Cart"



< Search Results | Search Again

OSH 335 - SIG: Book Club

📧 ⌚ ? 🖨

Course Description

SIG: Book Club

Course Outline

Public Course Outline

Enroll Now - Select a section to enroll in

OSH 335 - 1 Jun 19, 2024 Available

Add to Cart

Section Title: SIG: Book Club
Type: Discussion
Days: W
Time: 12:00PM to 12:00PM
Dates: Jun 19, 2024 to Jul 17, 2024
Schedule and [View Details](#)

13. If you're ready to complete your transaction, click the "Checkout" option.
14. If you would like to continue adding additional courses to your cart, select the "Close" button and then click "Search Results" option from the breadcrumbs.

The screenshot shows a course page for "OSH 684 - Apple Watch". A white modal box is centered on the screen, displaying the message: "Course OSH 684 - 1 was added to your cart. Click checkout to complete the transaction." Below the message are two orange buttons: "Close" and "Checkout". The background page is dimmed. The course title "OSH 684 - Apple Watch" is prominently displayed. Below it, the delivery options are listed as "Online - Zoom". The page is divided into a "Course Description" section on the left and an "Enroll Now - Select a section to enroll in" section on the right. In the enrollment section, a table lists the available section: "OSH 684 - 1 Available" starting on "Jun 05, 2024" via "Online - Zoom". An "Add to Cart" button is positioned below the table. At the bottom of the enrollment section, there is a table with the following details: Section Title: Apple Watch, Type: Online - Zoom.

15. Once you've added the desired courses to your cart, click on the cart icon on the top right.

The screenshot shows a course page for "OSH 335 - SIG: Book Club". The top navigation bar is orange and contains the University of Miami logo and the text "UNIVERSITY OF MIAMI DIVISION of CONTINUING & INTERNATIONAL EDUCATION". On the right side of the navigation bar, there is a "Login" link and a shopping cart icon with a red square around it and a "2" indicating items in the cart. Below the navigation bar, there are links for "About", "Professional Certificates", "OLLI at UM", "Language Programs", and "Search". The main content area has a breadcrumb trail: "< Search Results | Search Again". The course title "OSH 335 - SIG: Book Club" is displayed. Below it, the delivery options are listed as "Online - Zoom". The page is divided into a "Course Description" section on the left and an "Enroll Now - Select a section to enroll in" section on the right. In the enrollment section, a table lists the available section: "OSH 335 - 1 Available" starting on "Jun 19, 2024" via "Online - Zoom". An "Add to Cart" button is positioned below the table. At the bottom of the enrollment section, there is a table with the following details: Section Title: SIG: Book Club, Type: Discussion, Date: W.

16. Your cart will show courses added to your cart. Please note if there's a schedule conflict you will need to resolve it before you can continue. Click "Checkout" on the top or bottom right.

UNIVERSITY OF MIAMI
DIVISION of CONTINUING & INTERNATIONAL EDUCATION

Login

About Professional Certificates OLLI at UM Language Programs Search

Cart (2 Items)

Keep Shopping Checkout

| Item | Options | Quantity | Subtotal |
|--|-------------------------------|----------|----------|
| Course Apple Watch OSH 684 - 1 Fee: \$90.00 Remove | Fee: Tuition Fee \$90.00 ⓘ | 1 | \$90.00 |
| Course SIG: Book Club OSH 335 - 1 Fee: \$90.00 Remove | Fee: Tuition Fee \$90.00 ⓘ | 1 | \$90.00 |

Subtotal \$180.00
Total \$180.00

Keep Shopping **Checkout**

[Registration Policies](#)

17. On the next screen confirm your information, accept the registration policies and click "Continue Checkout".

Policy Confirmation

Registration Policies content set on MK > Public View > Content Management.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

Keep Shopping **Continue Checkout**

Required fields are indicated by *.

UNIVERSITY OF MIAMI
Division of Continuing and International Education

RESOURCES
About UM
myUM

UM NETWORK
Alumni Association
Medical Center

VISIT
Campus Map
Parking & Transportation

18. You will now be redirected to the payment screen.
 - a. Select the credit card type.
 - b. Enter the account number.
 - c. Expiration Date.
 - d. Security Code.
 - e. Name on Card
 - f. Confirm the Billing Information (Ensure the address is what your bank has on file for the credit card you are using.)
19. Click on "Continue" at the bottom right.

The screenshot shows a web form titled "Payment" with a hamburger menu icon at the top center. The form is divided into four main sections, each with a red asterisk indicating required information:

- Payment Information:** Shows a total of \$90.00. The "Payment Method" is set to "Credit Card". Below this are logos for American Express, Discover, Mastercard, iCard, and Visa.
- Account Information:** The "Credit Card Type" dropdown menu is open, showing options: American Express, Discover, Mastercard, and Visa. Other fields include "Account Number", "Expiration Date", "Security Code" (with a "View Example" link), and "Name on Card" (containing "OLLI Student").
- Billing Information:** Fields include "Street Address 1:" (123 Any Street), "Street Address 2:", "City:" (Coral Gables), "State:" (Florida), "Zip Code:" (33146), and "Country:" (United States).
- Contact Information:** The "Email" field contains "ollistudent@continue.miami.edu".

At the bottom right, there is a "Privacy - Terms" link with a circular icon.

Credit Card Type:* Mastercard

Account Number:* 5454545454545454

Expiration Date:* 05 2025

Security Code:* 123

Name on Card:* OLLI Student

Billing Information * Indicates required information

Street Address 1:* 123 Any Street

Street Address 2:

City:* Coral Gables

State:* Florida

Zip Code:* 33146

Country:* United States

Contact Information * Indicates required information

Email: ollistudent@continue.miami.edu

Day Phone: (555) 555-5555

Business Correspondence Address

8042593692 DCIE D1 ONLINE
 5050 BRUNSON DRIVE
 ROOM 111
 CORAL GABLES, FL
 33146
 United States

Cancel Continue

Privacy & Legal Notices

20. Once payment is confirmed you will be redirected back to Destiny One and you will see a confirmation of your payment.

UNIVERSITY OF MIAMI
 DIVISION of CONTINUING & INTERNATIONAL EDUCATION

Welcome OLLI | Log Out

Student Portal | About | Professional Certificates | OLLI at UM | Language Programs | Search

Checkout

My Profile / Payment / Receipt

Receipt


You will also receive a receipt by email.

OLLI Student
 123 Any Street
 Coral Gables, FL 33146
 USA
 ollistudent@continue.miami.edu
 (305) 284-1273
 Student Number: X000956 Personnel Number:

Basket No.: 4779
 Date: May 19, 2024

The transaction was successfully completed. Please print this page for your records.

Purchased

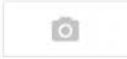
| Item | Selected Options | Quantity | Subtotal |
|---|-----------------------------|----------|----------------|
|  SIG: Book Club OSH 335 - 1 Add to Calendar | Fee: Tuition fee \$90.00 | 1 | \$90.00 |
| Subtotal | | | \$90.00 |
| Total | | | \$90.00 |

Print Receipt

21. If you'd like to see a list of all your current courses, click "Student Portal" from the top navigation and select "Student Home".

The screenshot shows the top navigation bar of the University of Miami OLLI website. The navigation menu includes "Student Portal", "About", "Professional Certificates", "OLLI at UM", "Language Programs", and "Search". A dropdown menu is open under "Student Portal", listing options such as "Student Home", "My Profile", "My Enrollment History", "My Course Schedule", "My Applications", "My Certificates and Designations", "My Account History", "My Saved Items", "Forms and Policies", "Special Requests", "Announcements", and "Help".

Below the navigation, there is a "Purchased" section with a table of items. The table has columns for "Item", "Selected Options", "Quantity", and "Subtotal".

| Item | Selected Options | Quantity | Subtotal |
|---|--|----------|----------------|
|  <p>SIG: Book Club OSH 335 - 1</p> <p>Add to Calendar</p> | <p>Fee:</p> <p>Tuition Fee \$90.00</p> | 1 | \$90.00 |
| Subtotal | | | \$90.00 |
| Total | | | \$90.00 |

Additional information on the page includes: "Basket No.: 4779", "Date: May 19, 2024", and contact details for OLLI Student Services.



Student Home

- My Profile
- My Enrollment History
- My Course Schedule
- My Applications
- My Certificates and Designations
- My Account History
- My Saved Items
- Forms and Policies
- Special Requests
- Announcements
- Help

Student Home

OLLI Student

50018150 — X000956

Account: \$0.00 ?

Welcome to your Student View.

My Current Courses

OSH 684 - 1 Apple Watch

OSH 335 - 1 SIG: Book Club

Upcoming Events

There are no items to show.