OLLI Registration – Quick Guide

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



3. Select "**Create Account**" under "I am a new user".

4.  Complete the **Contact Information** Page and click on **Submit**.



5.  Next, select "**Go To Student Portal**".

6. A Validation error will appear on this screen, this is normal. Scroll to the bottom of the page, initial the privacy policies and click Save.



UNIVERSITY OF MIAMI
**DIVISION of CONTINUING & INTERNATIONAL EDUCATION**

Welcome Olli| Log Out          🛒 0

About ▾     Professional Certificates ▾     OLLI at UM ▾     Language Programs ▾     Contact Us     Search

Student Home
My Profile
Credentials
Name and Email
Address and Telephone
Privacy
My Enrollment History
My Course

## My Profile

**Olli Member**

ollimember@continue.miami.edu — X001678

## Validation error

You cannot access the page you requested until you have agreed with all required privacy policies. Please review and initial them.

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. Lifelong Learning EE University must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

**Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:**

[        ]  I understand that University of Miami - Continuing & Int'l Education abides by FERPA regulations and will not release my student information unless I expressly give University of Miami - Continuing & Int'l Education permission to do so. *
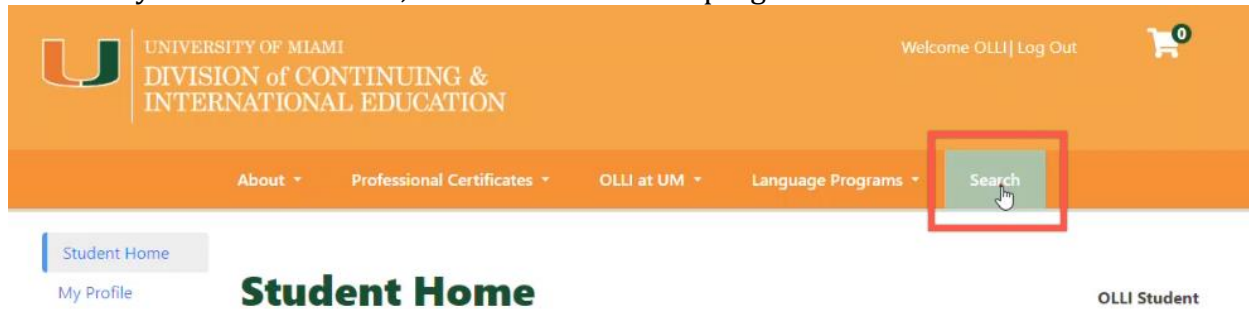
[        ]  I understand that if I choose one of the following:
- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

University of Miami - Continuing & Int'l Education will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due. *

Save

7. From your Student Home, click Search on the top right.



8. On the "Course Search" page, expand the search box by click on "Advance Search Options" green bar.
9. Click on the "**Course Category**".
10. Select **Lifelong Learners**.
11. Click "**Search**" on the bottom right of the page.



12. All available course for OLLI will come up in the search. Click on the course you're interested.
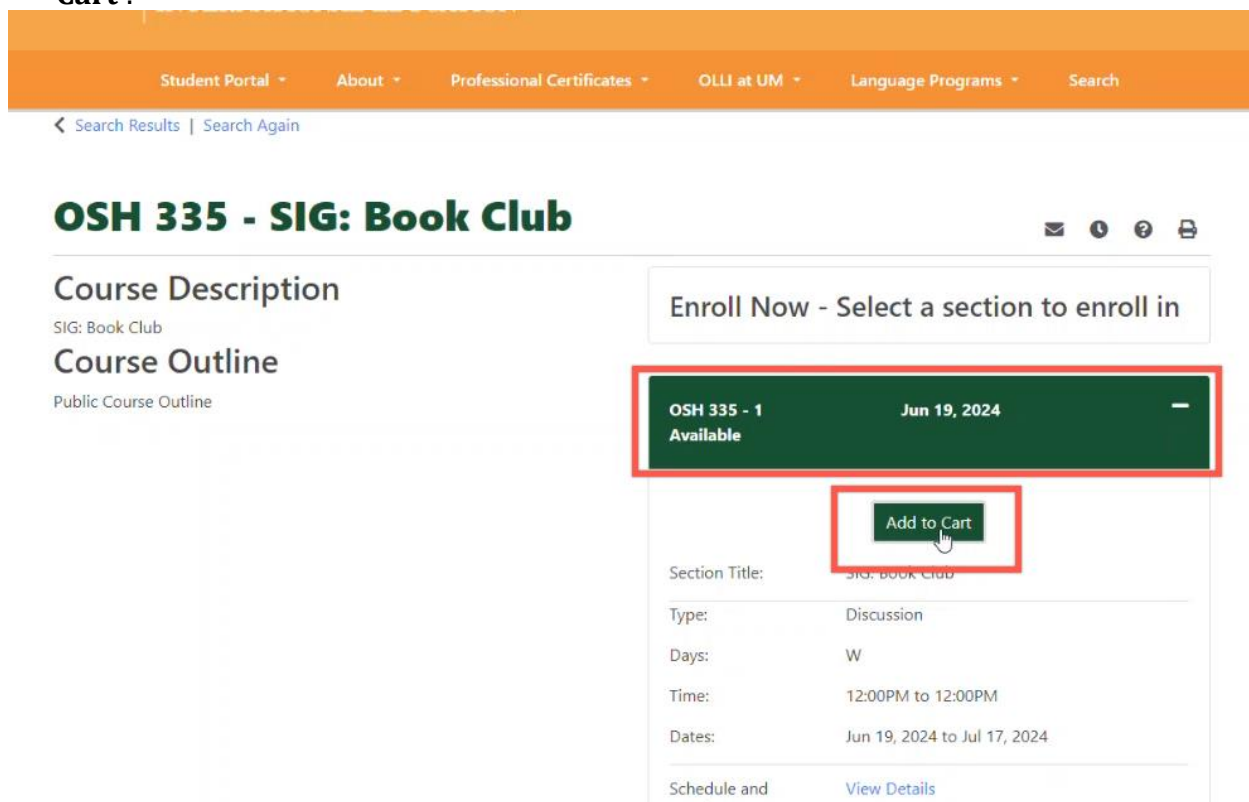
# Course Search Results

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**<br>OSH 684 | | | Available |
| 📷 | **SIG: Book Club**<br>OSH 335 | | | Available |

13. 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**".

# 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<br>Available | Jun 19, 2024 | — |
|---|---|---|

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 |

14. If you're ready to complete your transaction, click the "**Checkout**" option. 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.

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

16. Your cart will show you the courses added to your cart. Note, that for renewing members and new members the membership will automatically be added to your cart.
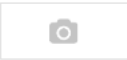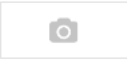


17. On the next screen confirm your information, accept the registration policies and click "Continue Checkout"

## 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 *.

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.

| | |
|---|---|
| Credit Card Type:* | Mastercard |
| Account Number:* | 5454545454545454 |
| Expiration Date:* | 05     2025 |
| Security Code:* | 125 |
| | 👁 View Example |
| Name on Card:* | OLLI Student |

## Billing Information
<span style="color:#c00">* Indicates required information</span>

| | |
|---|---|
| Street Address 1:* | 123 Any Street |
| Street Address 2: | |
| City:* | Coral Gables |
| State:* | Florida |
| Zip Code:* | 33146 |
| Country:* | United States |

## Contact Information
<span style="color:#c00">* Indicates required information</span>

| | |
|---|---|
| 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 Robert | Log Out

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

**Checkout**

My Profile / Payment / **Receipt**

# Receipt

You will also receive a receipt by email.

Robert Royal
123 Robert Way
Coral Gables, FL 33146
USA
bellsouth.net
(305) 2845321
Student Number: X001676 Personnel Number:

Basket No.: 5695
Date: Aug 5, 2024

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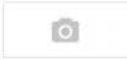
## Purchased

| Item | | Selected Options | Quantity | Subtotal |
|---|---|---|---|---|
| 📷 | **Course** As the "Book" Pages Turn OSH 453 - 91 📅 Add to Calendar | Fee: Tuition   $0.00 | 1 | $0.00 |
| 📷 | **Course** Classical Literature OSH 618 - 91 📅 Add to Calendar | Fee: Tuition Fee   $80.00 | 1 | $80.00 |
| ○ | **Other Fee** OLLI Membership (2024-25) OLLI_2024_2025 - SR0004 | Fee: $55.00 Description: View Details | 1 | $55.00 |

| | Subtotal | $135.00 |
|---|---|---|
| | Total | **$135.00** |

Paid by MasterCard. Auth No: 134829.

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".



You are now registered for the courses you have selected. Please if you have any other questions call our office at 305-284-6554.