

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. Select **“Create Account”** under **“I am a new user”**.

Log-In to Student Portal

<h4>I have an account already</h4>	<h4>I am a new user</h4>
<h4>I have an account already</h4> <p>Log in using your CaneID and Password. Only use this option if you have successfully completed an enrollment in this system, and have created a password after getting your CaneID.</p> <p>Forgot User Name</p> <p>Forgot Password</p> <p><input type="text" value="User Name (case sensitive)"/></p> <p><input type="text" value="Password (case sensitive)"/></p> <p>Continue Log In</p>	<h4>I am a temporary user</h4> <p>Log in using your existing account information. Use only this option if you have an XNumber and Password and have not completed an enrollment.</p> <p>A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue.</p> <p><input type="text" value="Email"/></p> <p><input type="text" value="Retype Email Address"/></p> <p>Create Account</p>

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

Contact Information

Credentials Complete the following information to proceed with your request.

Name and Email

Credentials
User Name and Password
We will send a link to set your password to your preferred email address.

Name and Email

Salutation

First Name* Middle Name

Last Name*

Date of Birth*

Email Address*

Address and Telephone

Type* Home

Address 1 or Business Name* Address (line two)

City* State/Province* Other State

Country* USA Zip/Postal*

Type* Home Telephone / Fax

Privacy
May we contact you about courses that we think may interest you?
Choosing "Yes" will provide you the latest information on course and program offerings. Your information will not be shared. [Privacy & Policy Information is available here.](#)

Yes, by any method
 Yes, but only by the following methods (please check the methods that we may use to contact you)
 Email
 Mail
 No, please do not contact me

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

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Welcome Olli | Log Out 


[Student Portal](#) [About](#) [Professional Certificates](#) [OLLI at UM](#) [Language Programs](#) [Contact Us](#)

Search


Account Created

Thank you for creating an account! You will soon receive an email asking to create a temporary password. In the meantime, use the button below to navigate to the 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.



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Student Home

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.

Credentials

Name and Email

Address and Telephone

Privacy

My Enrollment History

My Course

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. *

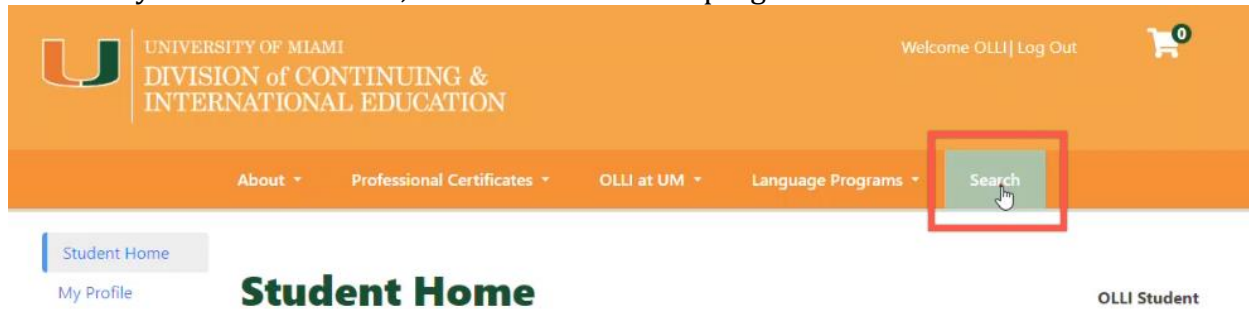
I understand that if I choose one of the following:

- 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.

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
- Any Course Category
- Corporate and Group Training
- Language Programs
- Lifelong Learners**
- Professional Advancement
- Business and Communication Skills Programs
- Data 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

Reset

Search

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

Course Search Results

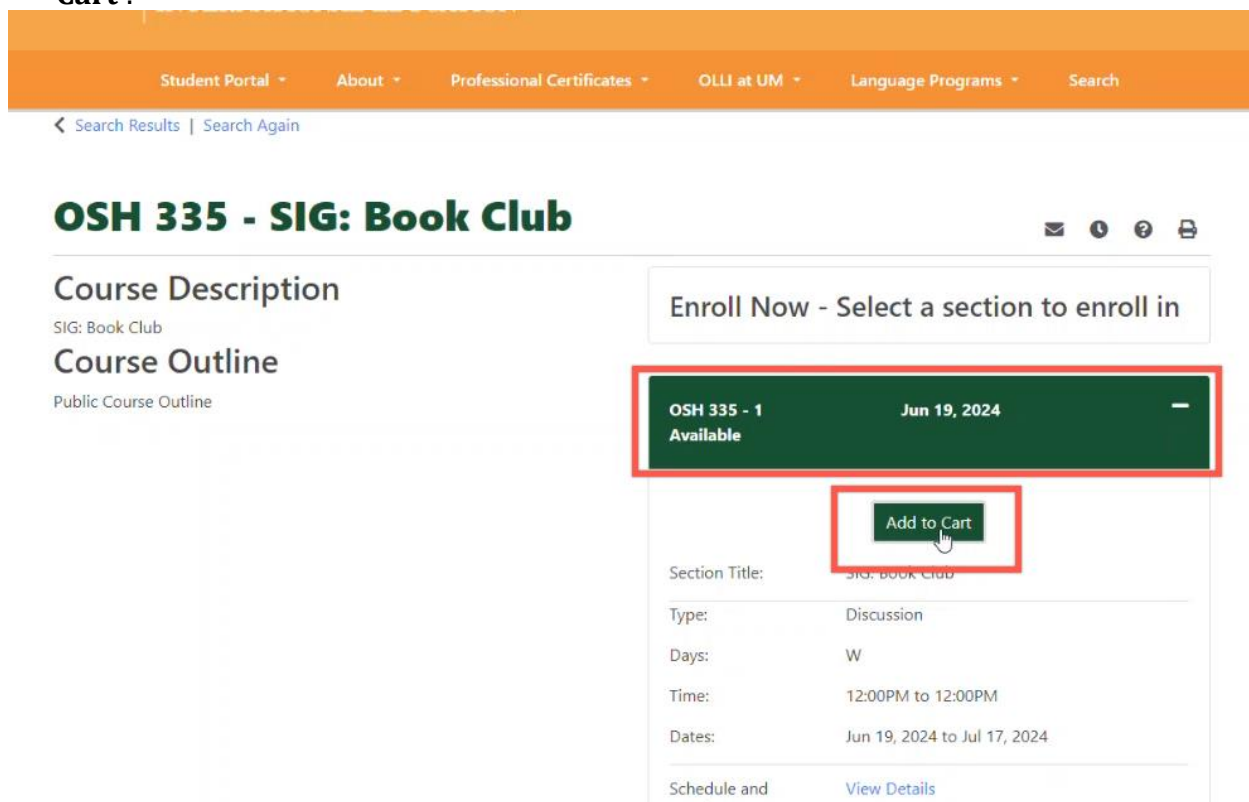
Search Again

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 OSH 684			Available
 SIG: Book Club 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”.



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

< 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 Available	Jun 19, 2024	—
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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.

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Course OSH 684 - 1 was added to your cart.
Click checkout to complete the transaction.

Close Checkout

OSH 684 - Apple Watch

Delivery Options: Online - Zoom

Course Description

Apple Watch

Course Outline

Public Course Outline

Enroll Now - Select a section to enroll in

OSH 684 - 1	Jun 05, 2024	Online - Zoom	—
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Available


Add to Cart

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.

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Login 

About Professional Certificates OLLI at UM Language Programs Search

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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	—
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Available

Add to Cart


Section Title: SIG: Book Club

Type: Discussion

Date: W

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.

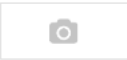

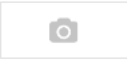
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Cart (3 Items)

[Keep Shopping](#) [Checkout](#)

Item	Options	Quantity	Subtotal
 Course Freestyle Yoga OSH 236 - B2 Fee: \$80.00 Remove Save for Later	Fee: Tuition \$80.00 ⓘ	1	\$80.00
 Other Fee OLLI Membership (2024-25) OLLI_2024_2025 - SR0004 Fee: \$55.00 Remove	Fee: \$55.00 Description: View Details	1	\$55.00
 Course As the "Book" Pages Turn OSH 453 - 91 Fee: \$0.00 Remove Save for Later	Fee: Tuition \$0.00	1	\$0.00
Subtotal			\$135.00
Total			\$135.00

[Keep Shopping](#) [Checkout](#)

[Registration Policies](#)

Saved for Later (0 Items)

There are no items in your Saved for Later list.

The shopping cart and saved items list are temporary placeholders for your items. Items are subject to availability and pricing changes.

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 *.



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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.


Payment

Payment Information * Indicates required information

Total: \$90.00

Payment Method:

Account Information * Indicates required information

Credit Card Type:

- Select a Credit Card Type
- American Express
- Discover
- Mastercard
- Visa

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

Billing Information * Indicates required information

Street Address 1:

Street Address 2:

City:


State:

Zip Code:

Country:

Contact Information * Indicates required information

Email:

 Privacy Terms

Credit Card Type: [*]	Mastercard
Account Number: [*]	5454545454545454
Expiration Date: [*]	05 2025
Security Code: [*]	123
	View Example
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](#)

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



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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

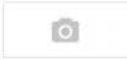
Item	Selected Options	Quantity	Subtotal
 <div style="margin-left: 5px;"> <p>Course As the "Book" Pages Turn OSH 453 - 91</p> <p>Add to Calendar</p> </div>	<p>Fee: Tuition \$0.00</p>	1	\$0.00
 <div style="margin-left: 5px;"> <p>Course Classical Literature OSH 618 - 91</p> <p>Add to Calendar</p> </div>	<p>Fee: Tuition Fee \$80.00</p>	1	\$80.00
 <div style="margin-left: 5px;"> <p>Other Fee OLLI Membership (2024-25) OLLI_2024_2025 - SR0004</p> </div>	<p>Fee: \$55.00 Description: View Details</p>	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".

The screenshot shows the top navigation bar of the University of Miami OLLI website. The navigation menu includes: Student Portal (selected), About, Professional Certificates, OLLI at UM, Language Programs, and Search. A dropdown menu is open under 'Student Portal', listing options: Student Home (highlighted), 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, the page displays a 'Purchased' section with a table of items:

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.

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