

OLLI At American University

Online Registration and Payment System



What Can You Do With It?

- Register for classes
- Drop or add a class
- Pay your membership dues
- Make a donation
- Edit personal information
- Volunteer for an activity
- Get on our mailing list
- View the latest course information

Why Should I Use It?

- Online registration is easier for you
 - No paper forms to download or fill out
 - No postage
 - No checks to write
 - You get instant confirmation when you register after assignments have been made on lottery day
- Its also easier for us
 - Less paperwork for staff
 - Staff can spend more time improving service

Can I Still Register By Paper Form?

- Absolutely yes. The online registration and payment system is strictly voluntary.
- You can continue to send us registration forms and checks as you have done in the past.
- Your position in the registration lottery will not be affected by how you register.

What About Security?

- Your credit card payments will be made on a secure website run by VeriSign, the industry leader in secure internet payments technology.
- Your credit card information is encrypted using state of the art technology. No one in OLLI or VeriSign will be able to see your credit card number.

Getting to our Web-site



Screen for Online Transactions



User Accounts

- You will need to create a *User Account* to access many of the features of the Online System.
- Once you have created a User Account you will be able to log onto the system using the User Name and Password that you have chosen.
- Current members as well as new members will need to create a user account.
- User Accounts protect your privacy and ensure that our records are matched to the right person.

Getting A User Account

OLLI - Microsoft Internet Explorer provided by Comcast

http://www.oll-dc-reg.org/

OSHER LIFELONG LEARNING INSTITUTE

OLLI

at American University, Washington DC

Login

OLLI Home

Course Schedule

Get User Account

Register

Drop class

Donate

Edit Personal Info

Volunteer

Get On Mailing List

Change Password

Admin

Welcome to our **NEW**

You can now register and complete other transactions. You can create a User Account by clicking the Get User Account button on the left. This will enable you to log onto our system and make on-line transactions.

On-line payments to OLLI are by credit card (VISA or MasterCard) and are processed by VeriSign, the industry leader in secure, on-line payment technology.

You can also view the latest course information on-line without logging in. Just click the Course Schedule button on the left.

Click here to create a new user account.

Form For Creating A User Account

Name can be any of your choice but will be asked to a different name if one else has already in it.

word must be between 6 and 12 characters and is case sensitive. Numbers or symbols can be

Fill out this form and click the Create User Account button at the bottom to get a User Account. Fields marked with a * are required.

*First Name:

Middle Initial:

*Last Name:

*Email:

*Address:

*City:

*State:

*Zip:

Home Phone: Format: (111) 111-1111

Fax Phone: Format: (111) 111-1111

Emergency Contact: Strongly encouraged but you may omit if already provided.

Relationship:

Contact Phone: Format: (111) 111-1111

*User Name: We suggest first and last name

*Password: 6 to 12 characters

*Confirm Password:

*Security Question: Mother's maiden name, favorite dog, Father's middle name, etc.

*Security Answer:

Items marked with a "*" are required.

Click this button when information is complete.

Security Question

- When filling out the User Account form you will be asked to supply a Security Question and its answer.
- Create a question whose answer is likely to be known only by you -- for example, your father's middle name.
- If you forget your password, the system will send it to your e-mail address but only after you correctly answer your security question.
- This ensures someone does not impersonate you.

Logging In

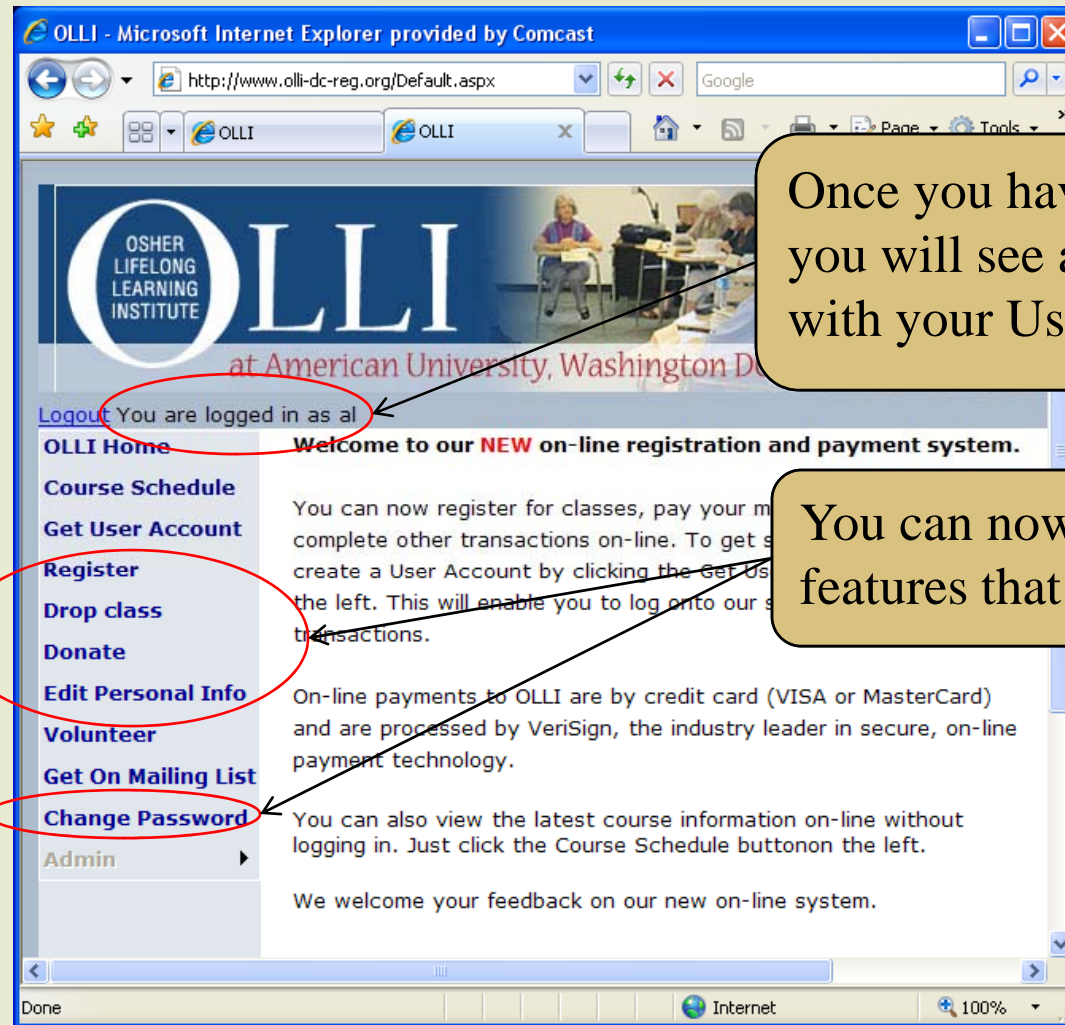
The screenshot shows the OLLI website in a Microsoft Internet Explorer browser window. The browser title is "OLLI - Microsoft Internet Explorer provided by Comcast" and the address bar shows "http://www.oll-dc-reg.org/". The website header features the OLLI logo (OSHER LIFELONG LEARNING INSTITUTE) and the text "at American University". A navigation menu on the left side contains the following links: [Login](#), [OLLI Home](#), [Course Schedule](#), [Get User Account](#), [Register](#), [Drop class](#), [Donate](#), [Edit Personal Info](#), [Volunteer](#), [Get On Mailing List](#), and [Change Password](#). The [Login](#) and [Register](#) links are circled in red. A yellow callout box with a black border contains the text: "To log in, click the Login link or the link to a page that requires a login." Two arrows point from this callout box to the [Login](#) and [Register](#) links. The main content area of the page includes a "Welcome to" message, instructions on how to create a user account, and information about on-line payments.

The Log In Screen



Enter your User Name and Password and click the Log In button. Remember, the password is case sensitive.

The Log In Confirm Message



Once you have logged in, you will see a message here with your User Name.

You can now access the features that require a log in.

The Registration Screen

The welcome message will tell you if you need to pay your membership dues.

A Sample Registration Request

User has elected to make a \$25 donation, renew for one semester, request 3 courses and 3 alternates and volunteer as a Study Group Rep for Course 113.

The screenshot shows a web browser window displaying the 'On-line Registration and Payment System' for American University, Washington DC. The page is titled 'On-line Registration and Payment System' and includes a navigation menu on the left with options like 'Logout', 'OLLI Home', 'Course Schedule', 'Get User Account', 'Register', 'Drop class', 'Request a Refund', 'Donate', 'Edit Personal Info', 'Volunteer', 'Get On Mailing List', 'Change Password', 'View Tutorial', and 'Admin'. The main content area displays a welcome message for 'Al Aardvark' and three steps for registration: 1. Pay for membership dues if not yet paid (Semester \$225 selected), 2. Donate to OLLI (Optional) (Amount: 25 entered), and 3. Make a Registration Request (click the down arrows to see courses). Under step 3, there are two columns: 'Select courses (up to 3)' and 'Select alternates (up to 3)'. The 'Study Rep' checkbox is checked for course 113. The total charge is \$250.00, and a 'Submit' button is visible. A callout box points to the 'Submit' button with the text 'Click the Submit Button when selections are complete.'

Select courses (up to 3)	Study Rep	Select alternates (up to 3)	Study Rep
101 The News in Context	<input type="checkbox"/>	552 Show tunes	<input type="checkbox"/>
113 Making the United States Constitu	<input checked="" type="checkbox"/>	620 Great Yiddish Literature	<input type="checkbox"/>
126 Peacemaking: A Global Perspectiv	<input type="checkbox"/>	622 Writing Your Memories	<input type="checkbox"/>

Total Charge: \$250.00 **Submit**

Clicking Submit Takes You To A Secure Site

Enter card number, card type and expiration date.



User has been transferred to the PayPal secure website. Note the https address and padlock that denote a secure site where all the information you enter is encrypted.

Authorizing The Transaction

Payflow Link - Microsoft Internet Explorer provided by Comcast

https://payflow

OLLI
OSHER
LIFELONG
LEARNING
INSTITUTE
at American University

Order Information
Total Amount: \$400.00

Credit Card Information
Card Number: 4111111111111111
Cards Accepted: Visa - MasterCard
Exp Date: 12 / 2007

Billing Information
Name: Al Aardvark
Email: mcleank@comcast.net

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.

This screen appears when you enter your credit card information. Click the Authorize button if OK.

Credit Approved



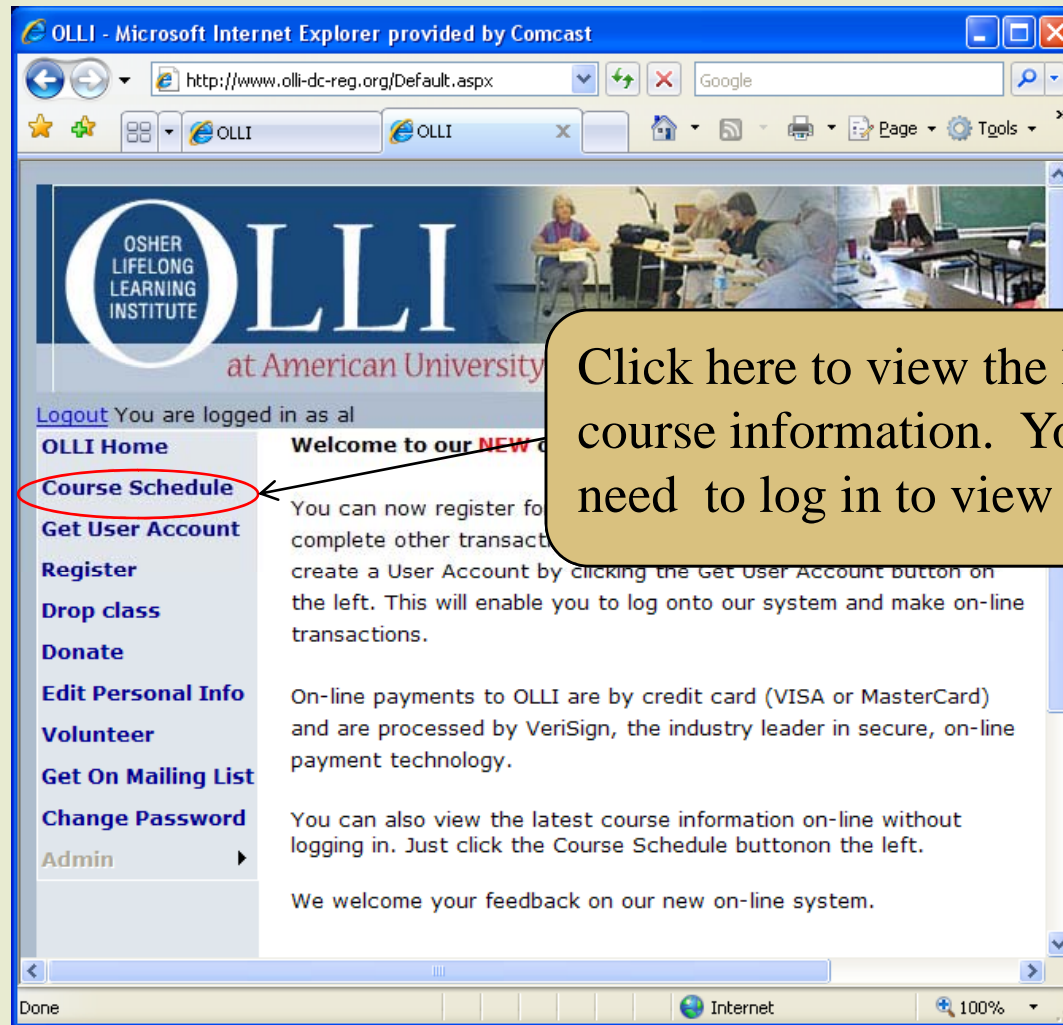
This screen appears when your credit is approved. Click the return to OLLI button.

Returning to OLLI



You have been returned to OLLI's web-site with an on-line confirmation message. Your e-mail inbox will contain a complete confirmation.

Viewing Course Information



The Course Schedule Table

Click the Details button to view the course description and instructor info.

Click on a column head to sort the table by that column. Click again to reverse the sort.

at American University, Washington DC

On-line Registration and Payment System

[Logout](#) You are logged in as al

[OLLI Home](#)

[Course Schedule](#)

[Get User Account](#)

[Register](#)

[Drop class](#)

[Request a Refund](#)

[Donate](#)

[Edit Personal Info](#)

[Volunteer](#)

[Get On Mailing List](#)

[Change Password](#)

[View Tutorial](#)

[Admin](#)

OLLI Course Schedule for the Spring 2008 semester

Click on a column header to sort by that column. Click again to reverse sort.

No.	Name	Day	Starts	Time	Sessions	Capacity	Student Count	Location	Status	
Details	101	The News in Context	Monday	2/25/2008	10:00 AM	10	25	0	River Rd Unit, Church	Open
Details	113	Making the United States Constitution	Monday	2/25/2008	10:00 AM	10	23	0	River Rd Unit, Church	Open
Details	126	Peacemaking: A Global Perspective	Wednesday	2/27/2008	1:00 PM	9	20	0	Temple Baptist Church	Open
Details	131	Justice	Wednesday	2/27/2008	10:00 AM	10	18	0	Temple Baptist Church	Open
Details	132	America in a Globalized World	Tuesday	2/26/2008	1:00 PM	8	20	0	Temple Baptist Church	Open
Details	133	U.S. Immigration History, Policy and Issues	Monday	2/25/2008	1:00 PM	10	16	0	Temple Baptist Church	Open
Details	139	Contemporary Issues	Friday	2/29/2008	10:00 AM	10	20	0	Temple Baptist Church	Open

Internet 100%