Online Individual Class Registration Instructions

- Click the “OLLI Online Registration “ link on the [OLLI.unlv.edu/Members](http://OLLI.unlv.edu/Members) page

- Enter your email address and password on the right hand side of the page. If this is your first time using the online system, enter your email and your default password—your lower-case initials followed by your mailing zip code (ex: re89052). You will be prompted to update your password—be sure to keep your new password handy for the next time you need to register. We recommend entering the default password again, so that it is easy to remember.

- If you have forgotten your password or get an invalid password message, click on Return To Previous Page click the “Request PW” button in the login box and follow the instructions. IF YOU HAVE ALREADY PAID FOR THE TERM AND CANNOT LOG-IN, DO NOT CREATE A NEW ACCOUNT. PLEASE CALL THE OLLI OFFICES FOR HELP.

- Once you are logged in, you can click the View Course Schedule link or By Group (located on the menu on the left side of the page). This will list all of the different groups of classes. Scroll down and select OLLI AT UNLV to view the complete list of OLLI classes. Note: The full list will not show until Friday at 10am. You should see two class options, Soap Box and the OLLI at UNLV Spring Semester.

- You will need to be registered for the term in which you are selecting classes. If you have not already registered and paid your dues, you can do this by selecting the Osher Lifelong Learning Institute (OLLI) at UNLV ($75 fee) class. If you have already paid your semester fee, you can select the specific class you would like to register for from the list.

- Once on the class page, click on the Enroll Yourself button.

- Once you click Enroll Yourself, you’ll be given the option to Proceed to Checkout if you are done, or Save to Cart and Add More Courses, if you’d like to register for additional classes. If you would like to add additional courses, you’ll need to click on the OLLI at UNLV link on the group page to view available OLLI classes.

- When you have selected all of your classes click Proceed to Cart, followed by Submit. You have now enrolled in your classes and will receive an email confirmation.