BEFORE PROCEEDING,
PLEASE NOTE:

If you previously registered by mailing in a paper registration form, contact the OLLI-RU office before attempting to register online.

We will need to update your username and password.

Email: olliregistrations@docs.rutgers.edu
Step 1

➢ Go to the OLLI-RU website (olliru.rutgers.edu) & click “Catalog” header

➢ Click “Register” next to the course you want to take

❗️ IMPORTANT - it will say ‘DESCRIPTION’ next to the course until registration day (June 18\textsuperscript{th} for summer 2020). You can only register once the box says ‘REGISTER’.

Step 2

➢ Click “Register/Sign In Now” (at bottom right of page)
Step 3

If you have previously created an account:

- Enter your User Name and Password and click Login.
  - If you do not remember, email us at olliregistrations@docs.rutgers.edu.

If you have only registered by paper in the past:

- Contact the OLLI-RU office and we can make sure you have the correct username and password. Call 848-932-6554 (we are not in the office so you will need to leave a message and we will get back to you) or email us at olliregistrations@docs.rutgers.edu.
Step 4

➢ At the bottom right, Click Add to Cart

Step 5

➢ If you want to add more classes, click “Continue Shopping”.

➢ Go to page 6 of this document for what to do when you click Continue Shopping.

➢ If you are done, click Checkout
Step 6

- After you click **Checkout**, you will see the screen below.
- Click the box next to **General Refund Policy**
- Then click **Place Order**

After you click “Place Order” you will be taken to the payment portal where you will enter your credit card information, address, etc.

Email us at olliregistrations@docs.rutgers.edu if you have any questions or call us at 848-932-6554. Leave a message and we will return your call.
To add more courses

**Step 1**

- Click “Continue Shopping” button.

**Step 2**

- Click on the arrow next to “Department” and select “OSHER-Lifelong Learning Institute.”

**Pro-tip:** You can narrow results by entering a word from the title of the course you want. Make sure that word is actually in the course title.
Step 3

- Click “Registration Available” next to the course you would like to register for.

![Search Results Table]

Click "Registration Available" next to the course you want to register for.

Step 4

- Click “Add to Cart”
Step 5

- If you want more classes, click “Continue Shopping” and follow the process again.

- If you are done, click the “Checkout” button and follow directions on page 5.

If you have questions, email olliregistrations@docs.rutgers.edu or call 848-932-6554 and leave a message. We will get back to you as soon as we are able.