OLLI-RU HOW TO:

Register online
a. Go to the OLLI-RU website (olliru.rutgers.edu)
b. Click “Catalog” header
c. Scroll through list of courses. Click “Register” next to the course you want.

- If it says ‘DESCRIPTION’ next to the course that means registration is not open yet. You can only register once the box says ‘REGISTER’

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**STEP 2**

a. Click “Register/Login Now”
   (at bottom right of page)
If you **HAVE** previously created an account:

a. Enter your User Name and Password and click Login

Forgot the user name or password or aren’t sure? Email olliregistrations@docs.rutgers.edu.

If you **HAVE NOT** created an account:

a. Click Create Account

b. Enter the profile information on that screen. You only need to fill in the lines with an asterisk.

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**STEP 4**

At the bottom right, **Click “Add to Cart”**
STEP 5

All done?
  a. click “Checkout”

Want to add more classes?
  b. click “Continue Shopping” and go to pg. 8 of this document for what to do when you click Continue Shopping.

STEP 6

Click the box next to General Refund Policy
  a. Then click Place Order

That will take you to the payment portal- directions are on the next page.
STEP 7

a. Click the down arrow in the box on the Payment Method line
b. Select either eCheck or Credit Card

STEP 8

a. Enter Cardholder name & Credit Card info.
b. Scroll down and enter the Billing Address & Email Address

c. When all information is entered click Continue at the bottom

STEP 9

a. Review the information.

All correct? Click “Confirm”

Need to edit? Click Edit

Scroll down to see the Confirm & Edit buttons.
You’re done!
You should receive 2 email confirmations-
1. from Megan Novak with your course confirmation
2. from the payment vendor with your payment confirmation

QUESTIONS?
   Email us at olliregistrations@docs.rutgers.edu
   or call 848-932-6554.
a. Click “Continue Shopping” button.

b. 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.
a. Click “Registration Available” next to the course you want.

![Image](https://example.com/image1.png)

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

a. Click “Add to Cart” (you may need to scroll down)

![Image](https://example.com/image2.png)

Want more classes?
click “Continue Shopping” and follow the process again.

All done?
click “Checkout” button and follow directions starting with Step 6 on page 4.