STOP

BEFORE PROCEEDING

The other person must already be associated with your online account.

This can only be done by OLLI-RU staff. If you have not already had this done, contact us before proceeding.

We need permission from both parties to associate your accounts.

Email: olliregistrations@docs.rutgers.edu
Register yourself first

STEP 1

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’

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”**

*As the primary account holder, your name is the default name that appears at the bottom.*
STEP 5- REGISTER AN ADDITIONAL PERSON

a. click “Continue Shopping”

b. click down triangle next to “Department” 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.**

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

*It does not have to be the same course that you registered for.*
d. Click the down arrow next to your name at the bottom of the page.

![Image showing the down arrow and the name selection]

e. Select the other name and it will appear in that box; like this

![Image showing the selected name changes]

f. Now Click “Add to Cart”

**STEP 6**

Click “Checkout”
STEP 7

a. Click the box next to General Refund Policy

b. Then click Place Order
   That will take you to the payment portal—directions are on the next page.

STEP 8

a. Click the down arrow in the box on the Payment Method line

b. Select either eCheck or Credit Card
a. Enter Cardholder name & Credit Card info.

b. Scroll down and enter the Billing Address information & Email Address

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

All correct? Click “Confirm”
Need to edit? Click Edit

Scroll down to see the Confirm & Edit buttons.

STEP 11

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.