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 18th 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 8 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.

The social collaboration policy is new and you can read it by clicking “click here” then go to the drop down menu that says “Please Select” and select “Yes” that you’ve read the policy.

Then click Next

Step 7

➢ After you click Next, you will see the screen below.

➢ Click the box next to General Refund Policy

➢ Then click Place Order

That will take you to the payment portal- directions are on the next page.
Step 8—Payment Portal

➢ Click **BILLING** on the lower right side

- Click on the lower right side

Step 9

➢ Select CREDIT CARD
  *you can also pay by e-check and for that you select CHECK
➢ Enter your credit card information
➢ Enter your billing information on the right
Step 10
- Click the box next to “I’m not a robot”
- Click “FINISH”

Step 11—FINAL SCREEN. You are now registered.
- You should receive 2 email confirmations-
  1. from Megan Novak with your course confirmation
  2. from schoolpay with your payment confirmation

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 as soon as we are able.
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.

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.

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 as soon as we are able.