BEFORE PROCEEDING, PLEASE NOTE:

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

If you have not already had this done, you must contact OLLI-RU staff before proceeding.

We will need permission from both parties to associate your accounts.

If you have a question call 848-932-2188.
Register yourself first

STEP 1 –

➢ Go to the OLLI-RU website (olliru.rutgers.edu)

➢ Under the “Register” Tab, select All Programs or, if you know where your course is located, select that location.

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

[Table showing course information with a "Register" button highlighted]
STEP 2-

- Click “Register/Sign In Now” (at bottom of page)
STEP 3-

- Enter your User Name and Password
- Click Login
STEP 4-

➢ Click “Add to Cart”
   ❖ Note, as the primary account holder, your name is the default name that appears at the bottom.

This Is Only a Test

OSHER Lifelong Learning Institute

This is not a real course. It is created only for students to see the process of registering.

<table>
<thead>
<tr>
<th>Status</th>
<th>Registration Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>test1-123</td>
</tr>
<tr>
<td>Session</td>
<td>TEST</td>
</tr>
<tr>
<td>Days</td>
<td>3a</td>
</tr>
<tr>
<td>Dates</td>
<td>7/01/20 - 7/01/21</td>
</tr>
<tr>
<td>Times</td>
<td>10:30 AM - 12:00 PM</td>
</tr>
<tr>
<td>Format</td>
<td>Workshop</td>
</tr>
<tr>
<td>Instructor</td>
<td>Michaels, Patricia</td>
</tr>
</tbody>
</table>
| Location              | Osher House
                      | 176 Ryders Lane
                      | New Brunswick, NJ 08901 |

Course Prerequisites: None
Cancellation Policy: Class may be cancelled due to low enrollment in which case you will be notified.
Refund Policy: No refund is available.

Fee(s)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01</td>
<td>Tuition</td>
</tr>
<tr>
<td>$0.01</td>
<td>Total Fees</td>
</tr>
</tbody>
</table>

Please select the name of the person who will be attending this course:  Michaels, Kristen

Need to register for someone else? Click here.

Click Add to Cart
This is the screen you see after “Add to Cart”

REGISTER AN ADDITIONAL PERSON

STEP 1-

➢ Click “Continue Shopping” button.

to register an additional person, click Continue Shopping
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 to register the other person for. Make sure that word is actually in the course title.
STEP 3 - You will then see a list of courses, similar to the screen below.

- Click “Registration Available” next to the course you would like to register the other person for.
  - Note: *It does not have to be the same course that you registered for.*
STEP 4-
- click the down arrow next to your name at the bottom of the page.

You will see the other name associated with your account as a selection.

STEP 5-
- select the other name and it will appear in that box; like this
STEP 6 –

➤ Click the “Add to Cart”

STEP 7 -

➤ Click “Checkout” and proceed to Step 8.
STEP 8-

- Check “General Refund Policy” button and
- Click “Place Order”

After you click “Place Order” you will be taken to the payment portal.

Call Kristen Michaels at 848-932-2188 if you have any questions.