OLLI-RU HOW TO:
Register online
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)
**STEP 3**

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.

**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**

![Payment Method Selection](image)

**STEP 8**

a. Enter Cardholder name & Credit Card info.

![Credit Card Information](image)
b. Scroll down and enter the **Billing Address & Email Address**
c. When all information is entered click **Continue** at the bottom

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**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.

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.

This would be your additional class