



OLLI-RU
Osher Lifelong
Learning Institute
at Rutgers University

Osher Lifelong Learning Institute at Rutgers University
3 Rutgers Plaza
New Brunswick, NJ 08901
Phone: 848-932-6554

OLLI-RU HOW TO:

**Register two people from
one account**

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.**

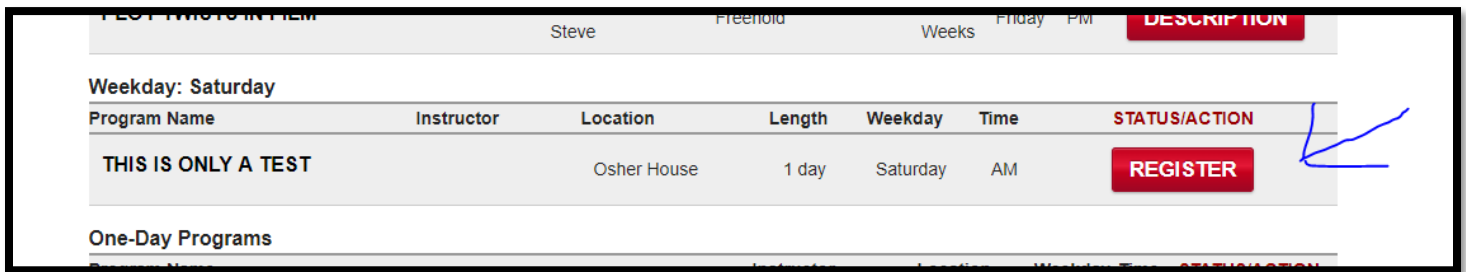
**We will need permission from both parties to associate
your accounts.**

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





Program Name	Instructor	Location	Length	Weekday	Time	STATUS/ACTION
THIS IS ONLY A TEST		Osher House	1 day	Saturday	AM	REGISTER

STEP 2-

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

COURSE DETAILS

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.

Status	Registration Available
Course Code	test1-123
Session	TEST
Days	Sa
Dates	7/01/20 - 7/01/21
Times	10:30 AM - 12:00 PM
Format	Workshop
Instructor	Michaels, Patricia
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)	
\$ 0.01	Tuition
\$ 0.01	Total Fees

Click Register/Sign In Now

[Need to register for someone else? Click here](#)

[Back](#) [Register/Sign In Now](#)

You must sign into your account or create a new account to add to your cart

STEP 3-

- Enter your User Name and Password
- Click Login

UTGERS Continuing Studies

YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

Already have an account?

Please enter the username and password you set up during registration or checkout. If you do not have an account, use the New Account option below.

* required information

User Name

Password

[Login](#) [Forgot Username?](#) [Forgot Password?](#)

Enter your User Name and Password

New Registrant

Click on the Create Account button to create a new account. You will add a username and password during the process.

[Create Account](#)

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.

Status	Registration Available
Course Code	test1-123
Session	TEST
Days	Sa
Dates	7/01/20 - 7/01/21
Times	10:30 AM - 12:00 PM
Format	Workshop
Instructor	Michaels, Patricia
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)	
\$ 0.01	Tuition
\$ 0.01	Total Fees

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

Primary account holder's name


[Need to register for someone else? Click here](#)

Click Add to Cart

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

RUTGERS Continuing Studies

Account: Kristen Michaels

YOUR CART

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test Michaels, Kristen 7/01/20 - 7/01/21 10:30 AM - 12:00 PM Days: Sa Tuition	1	\$ 0.01	\$ 0.01	
Sub-Total:				\$ 0.01	\$ 0.01
TOTAL:				\$ 0.01	\$ 0.01

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Pay by PO
Checkout **Continue Shopping**

REGISTER AN ADDITIONAL PERSON

STEP 1-

- Click “Continue Shopping” button.

TOTAL: \$ 0.01 \$ 0.01

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Pay by PO
Checkout **Continue Shopping**

**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.*

SEARCH Account: Kristen Mid

Use one or more of the Course Search options below to search for upcoming courses. The Keyword field searches course codes, title descriptions, and instructor names. Or you can select a group of related courses using the Program Search list. You must login or create a new account to add items to your cart.

Course Search **to narrow the results, you can also enter a word from the title of the course (make sure the word is in the title) in the "Keyword" box**

Keyword

Department **- Department -**  **Click the arrow in "Department" to get the dropdown menu and then select "OSHER-Lifelong Learning Institute"**

Format IAMDN

Day Of Week ITV Studio

Start Date Labor Education Action Research Network

Lindley G. Cook 4H Camp

Makerspace

Mason Gross School of the Arts

Mathematics Science and Computer Education

National Transit Institute

New Jersey Institute for Food Nutrition and Health

NJ Community Transportation Training Program

NWK - American Language Studies

Office of Continuing Professional Education

OSHER-Lifelong Learning Institute

Prof.Development Studies-SCI

Professional Science Master's Program

Program in American Language Studies - New Bruns.

Program in American Language Studies - Newark

RDEES

Rutgers Advanced Technology Extension

Rutgers Business School - Executive Education

Contact Info Privacy Policy Refund P

Powered by XenDirect © 2005-2019 Xenegr

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.*

SEARCH RESULTS Account: Kristen Michaels

Click on Title or Dates column label to change sort

Title/Facility	Session	Dates	Times	Days	Fee	Status
Jane Eyre and David Cooperfield OSHER-Lifelong Learning Institute Rutgers Lifelong Learning Center	Fall 2019	8/26/19 11/11/19	10:30 AM 12:00 PM	M	\$ 80 Fee may vary	Registration Not Available
This Is Only a Test OSHER-Lifelong Learning Institute Osher House	TEST	7/22/19 5/31/20	1:30 PM 3:00 PM	Sa	\$ 0.0	Registration Available
This Is Only a Test OSHER-Lifelong Learning Institute Osher House	TEST	7/01/20 7/01/21	10:30 AM 12:00 PM	Sa	\$ 0.01	Registration Available

[Back](#)

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

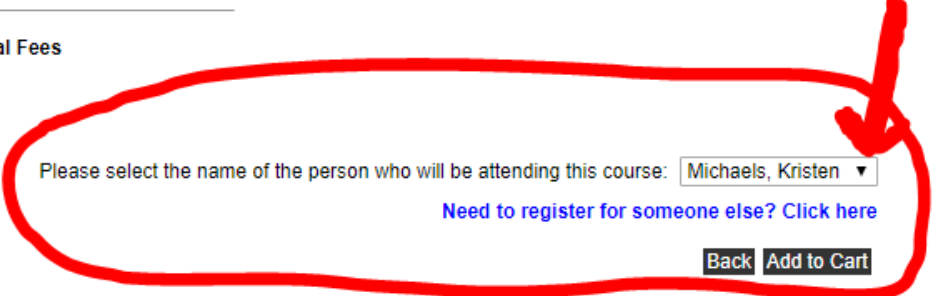
STEP 4-

- click the down arrow next to your name at the bottom of the page.

Fee(s)	
\$ 0.01	Tuition
<hr/>	
\$ 0.01	Total Fees

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

[Need to register for someone else? Click here](#)



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

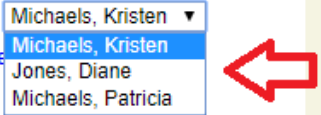
\$ 0.01	Tuition
<hr/>	
\$ 0.01	Total Fees

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

[Need to register for someone else? Click here](#)

Other names associated with my account

- Michaels, Kristen
- Michaels, Kristen
- Jones, Diane
- Michaels, Patricia



STEP 5-


- select the other name and it will appear in that box; like this

\$ 0.01	Tuition
<hr/>	
\$ 0.01	Total Fees

Please select the name of the person who will be attending this course: Jones, Diane ▾

[Need to register for someone else? Click here](#)

new name appears




STEP 6 –

- Click the “Add to Cart

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

[Need to register for someone else? Click here](#)

click here 


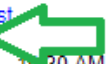
STEP 7-

- Click “Checkout” and proceed to Step 8.

RS Continuing Studies


YOUR CART Account: Kristen Michaels

If Pay Amount edit is available, you may enter an amount less than the full amount due.
The balance will be billed. Minimum payment amounts may be in effect.
Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test  Registrant #1 Michaels, Kristen 7/01/20 - 7/01/21 10:30 AM - 12:00 PM Days: Sa Tuition	1	\$ 0.01	\$ 0.01	
Sub-Total:				\$ 0.01	\$ 0.01
test1-123 remove	This Is Only a Test  Registrant #2 Jones, Diane 7/01/20 - 7/01/21 10:30 AM - 12:00 PM Days: Sa Tuition	1	\$ 0.01	\$ 0.01	
Sub-Total:				\$ 0.01	\$ 0.01
TOTAL:				\$ 0.02	\$ 0.02

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Pay by PO



STEP 8-

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


CHECK OUT - REVIEW Account: Kristen Michaels

Registration > Payment > **Review** > Complete


Please verify the order information below, then click on the "Place Order" button to complete your order.

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test Michaels, Kristen 7/01/20 - 7/01/21 10:30 AM - 12:00 PM Days: Sa Refund Policy Cancellation Policy	1	\$ 0.01	\$ 0.01	
				Sub-Total:	\$ 0.01
test1-123 remove	This Is Only a Test Jones, Diane 7/01/20 - 7/01/21 10:30 AM - 12:00 PM Days: Sa Refund Policy Cancellation Policy	1	\$ 0.01	\$ 0.01	
				Sub-Total:	\$ 0.01
				TOTAL:	\$ 0.02

Check "General Refund Policy" box  I have read and accepted the following terms and conditions

[General Refund Policy](#)

Then, check "Place Order" 

Your order is bound by the current [Refund Policy](#) unless a course specific refund policy is listed.

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.