

Instructions: Register online using a credit card
Call OLLI if you have questions about your account status before starting. (562-985-2398)

Returning Members

Renew annual membership if you didn't in the Fall

DO NOT CREATE A NEW ACCOUNT!!

Step 1 Welcome

- Read *The SUN* and select your classes.
- Go to the **OLLI website** csulb.edu/olli OR Google OLLI @ CSULB
- Click the blue **Register** link on the web page

Step 2 Login

- At upper right enter your **Username / Password**.
Click **LOGIN**
- **OR** choose **Forgot Password** and enter your email.
You will be sent a link to **Reset your Password**.
Follow the directions to enter a NEW password if prompted.

New to OLLI - Never attended

Buy a NEW membership at any time!!

Step 1 Welcome

- Read *The SUN* and select your classes.
- Note your selections on the **Registration Form**.
Have your credit card and email address handy.
- Go to **OLLI website** csulb.edu/olli OR Google OLLI @ CSULB
- Click the blue **Register** link on the web page

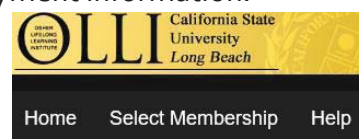
Step 2 Login

- At the upper right, click **New User? Start Here**
- Fill in all the required personal and address information including **new Username and Password**.
- Click **Submit**. You now have an OLLI account.
- Click **Continue Registration**.

Username	Password	Login
Forgot password New User? Start Here		

Step 3 Pay the OLLI annual membership fee - if you didn't in September

- Click **Select Membership** at top of the page in the black bar only IF you DID NOT pay in Sept.
- Annual membership is still \$40. Click **Select**. Then **Continue**. Enter Email address to get a receipt.
- Fill in credit card information. Click **Continue Checkout**. Review your payment information.
- Click **Submit Payment**. Wait for processing!
- You may complete this transaction at any time.
Then you will be ready for class registration.



Step 4 Register for Classes starting at 9:00 am on November 30

- Select **Session**. This term is **Winter 2019**. **Search** for a class by day (easiest).
- To enroll, click **Register**. (There are No Wait Lists)
- To sign up for more classes, click **Search**, and repeat the process. You will see all in the shopping cart
- When you are finished registering, click **Checkout**. *Your online session is limited to 30 minutes.*

Step 5 Checkout

- Enter your Email address for the receipt. Fill in all credit card information. Click **Continue Checkout**.
- Review your payment information. Click **Submit Payment**.
- Wait patiently for the process to finish! Congratulations! You are enrolled at OLLI!
- Record your **Username and Password** so you can return as needed to add classes or Donate.
- You may view your transactions when Logged in under **My Account**.

OLLI Registration Winter 2019

Try ONLINE Registration.

Want to register online but need some help?

Call the Helpline - 562-985-2398

Come to OLLI from **9:00 AM to 12:00 PM**
on **Friday November 30**
to be guided through the process.
Bring a credit card or check and an
email address (with passwords).

Week day parking rules apply.

Tips for Successful Registration:

- * Fields with red asterisks must be completed.
- * Enter personal information in upper/lower style
- * Enter email correctly - you will be emailed a receipt
- * Check your SPAM mail for OLLI emails.

Be patient with credit card transactions and let the process complete.

* *LW Residents have priority in LW classes*

Donations

You must be logged in to donate.
Add it to your membership, when you pay for
classes or at any time.

Click the **Donate** button to begin.

Pick the donation amount and
Donation type (Choose from the list)

Anonymous donors, please note that in the
description field.

When you've filled out the form, click
Add to pending registrations.

Donate anytime online or by check in the
OLLI office.

Thank you to all of our OLLI Donors!



Worksheet for fees to be paid ONLINE:

OLLI Membership \$40.00 \$ 40
Annual fee if NOT paid in Sept.

Non-Computer Class Tuition \$10.00 \$ _____

8-Week Computer Class \$35.00 \$ _____

2,3 or 4-Week Computer \$20.00 \$ _____

Donation \$ _____

Date paid _____ Total \$ _____

Make a note of your OLLI User Name /Password for
future ONLINE Registration.

Email _____

User Name _____

Password _____

Emergency Contact: Enter in ProClass also!

Phone: _____ Relationship: _____

◆ Pictures and videos are taken periodically of the classes
and special events. If you **DO NOT** want your picture or
video included in OLLI's newsletter, website or brochures a
Waiver form is available in the office.

You may also register by visiting the OLLI office
by visiting the office or by sending the Registration
form with a check to:

OLLI at CSULB
Building HS&D, Room 100, MS-5609
1250 Bellflower Blvd
Long Beach, CA 90840-5609

**** Checks payable to CSULB Foundation - OLLI**

OLLI Office: 562-985-8237
Web site: www.csulb.edu/olli
Email: olli@csulb.edu