**Are you new to OLLI @ Furman? Welcome! Here is how you make an OLLI account that will allow you to register for fantastic classes.**

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| 1. | Go to the OLLI@Furman website, [Furman.edu/ollli](https://www.furman.edu/osher-lifelong-learning-institute/) |  |
| 2. | Click on this [link](https://www.campusce.net/olliatfurman/account/signin.aspx) to go to our OLLI @ Furman registration page. | A screenshot of a cell phone  Description automatically generated |
| 3. | Fill in the information below *Create New Account*  Be sure to write down your username and password, so you can remember your login information when your account is established.  We suggest using *first name*.*last name* as your username ex. Username: Larry.Brown  You will use the *Sign In to Existing Account*, once you have established an OLLI @ Furman account. | A screenshot of a cell phone  Description automatically generated |
| 4. | After completing your username and password click *Create Account*. You will be taken to this page (My Information) where you will fill in additional information. | A screenshot of a cell phone  Description automatically generated |
| 5. | After completing the information, click the submit button on the bottom right | A screenshot of a cell phone  Description automatically generated |
| 6. | Once the information is submitted, you will see your name in the top left corner and know you have completed your account! | A screenshot of a cell phone  Description automatically generated |
| 7. | If you are ready to register for classes (and if it is after May 12), you may click on *Return to Course* *Catalog Page* (in the gray box). That will take you a listing of course categories. | A picture containing bird  Description automatically generated |
| 8. | Click on the Course category ex. *Arts. Culture, Literature and Music* to see the individual courses (to the right in gray) that are available. | A screenshot of a cell phone  Description automatically generated |
| 9. | Click on the course you would like to take (ex. Dylan’s Descendants) for a description of the course.  If you would like to register for the course, click on the *Add to Cart* button at the bottom left in the gray box. It will take you to your Shopping Cart. If you would like to take more courses, click *Return to Course Catalog Page* in the gray box located to the right. | A screenshot of a social media post  Description automatically generated |
| 10. | Once you have selected all your courses, please preview your shopping cart carefully and proceed to checkout by clicking on the checkout button.  Follow the directions to checkout. Once you have completed your transaction, you will receive an email receipt (check your inbox and/or spam folder). If you do not receive an email receipt, check your cart to make sure you checked out all the way and did not leave courses sitting in your cart. | A screenshot of a social media post  Description automatically generated |