Online Registration Process
OLLI at ASU
Instructions for registering for a new semester OR adding classes after registration

Step 1: To begin, go to http://lifelonglearning.asu.edu

Step 2: Click on the large yellow “register/login” rectangle located on the left side of your screen. (The SIGN IN in the very upper right corner of the screen is for ADMIN ONLY!)
Step 3: At the next screen, cursor down to “Convenient Registration Options”:

**Convenient Registration Options:**

<table>
<thead>
<tr>
<th>Option 1: Register online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register and pay with a credit card on our secure website. It’s fast, easy, secure, and no service fees!</td>
</tr>
</tbody>
</table>
| **Click here** to SIGN IN to register using our secure online system. If you are enrolling in classes at ASU’s West campus, please follow the “You Need to know” directions listed before the ASU West classes in the online Registration Form. For more information, please see our instructional videos #1 and #2 on the left hand side of this page.

<table>
<thead>
<tr>
<th>Option 2: Do you want to add a class or view your current registration?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just <strong>click here</strong> to SIGN IN, after reading the following IMPORTANT registration instructions. If you wish to ADD a class, and have already signed up for the semester, skip down to STEP 6 (Page 4)**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3: Register by phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 602.543.8445. Payment can be made with Visa, MasterCard, Discover, and American Express.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Option 4: Register by mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you wish to register by mail, please fill out our @email site_reg_form_fall_2016.pdf. Note: Mailing in your registration form does not provide you priority registration.</td>
</tr>
<tr>
<td>Mail to: Other Lifelong Learning Institute at ASU</td>
</tr>
<tr>
<td>Mail Code 3223</td>
</tr>
<tr>
<td>PO Box 37100</td>
</tr>
<tr>
<td>Phoenix, AZ 85069-7100</td>
</tr>
</tbody>
</table>

### Wait Lists

OLLI at ASU classes fill up fast, so do not wait until the last minute to register! If a class you are interested in is full, you can put your contact information on a Wait List that operates on a first-come first serve basis. If you are registering online, the Wait Lists are visible at the time of registration. If you register over the phone, our staff will be happy to assist you. While we cannot guarantee that a spot on a Wait List ensures a seat in the desired class, sometimes seats open due to cancellations, room changes, or second options. If a spot opens up for you, we will contact you either by email or phone to see if you are still interested in registering in the given class (being on a Wait List does not bind you to register for the class if your plans change). Your credit card will not be charged until you agree to register into the class. Thank you for your patience and understanding!

Step 4: Option 1 on the screenshot above is for new and returning members to register for the FIRST TIME this semester.

( ***If you wish to ADD a class, and have already signed up for the semester, skip down to STEP 6 (Page 4)*** )
If you are a new or returning member, click on “Click here to register using our secure online system.” This will take you to the following screen:

- Click on “register now,” which will take you to a sign in screen.
- If you are a **NEW** member (have never registered or attended classes before):
  1. Enter the email address that is most convenient to you.
  2. Enter a password. This will set up your registration account.
  3. To the right of the screen click on “START A NEW REGISTRATION”
  4. Complete your member profile and click “Continue”
- If you are a **RETURNING** member, and already have a registration account:
  1. Enter the email you have used with us previously.
  2. Enter your password.
  3. To the right of the screen click on “START A NEW REGISTRATION”

**Step 5:** Complete your registration:
- Scroll through the class list and check the box on the left side of every class you wish to attend. If you are enrolling in classes at ASU West campus, please follow the “You Need to Know” directions listed before the ASU West classes in the online Registration Form.
- Go down to the end of the page and click “Continue.”
- Review your selections and pay your balance using a credit or debit card.
- If you wish to have a receipt emailed to you, check the box next to “Send Confirmation Email?”
- Click “Finish,” which will take you to a confirmation page. If the confirmation page does not appear, your registration has not been saved.
Step 6: If you have already signed up for this semester, and wish to ADD MORE classes, meaning you are not a new member and have already completed the registration process at least once for the current semester, click on Option 2, “Just click here after reading the following important registration instructions.” This will take you to the following screen:

![OLLI at ASU Classes](image)

- Click on “Register Now,” which will take you to a sign in screen.
- Enter the email you have used with us previously, and then again, then click “Continue”
- Enter your password and click “Continue.” The following screen will show:

![OLLI at ASU Classes](image)

Step 7: To add a class, click on “Class Offerings” in the middle column. This is the list of classes; the classes you have ALREADY signed up for and paid for will still be checked; **DO NOT uncheck those boxes.**
• Scroll through the class list and check the box on the left side of every additional class you wish to attend. If you are enrolling in classes at ASU West campus, please follow the “You Need to Know” directions listed before the ASU West classes in the online Registration Form.

• Go down to the end of the page and click “Continue.”

• You will be taken to a final screen showing you all the classes you’ve registered for and the NEW total charges for all of your classes for the semester. Review your selections and pay your balance using a credit or debit card. Please note, you will only be charged for classes you are adding, even though the registration form shows a total charge for all of your classes for the semester.

• If you wish to have a receipt emailed to you, check the box next to “Send Confirmation Email?”

• Click “Finish,” which will take you to a confirmation page. If the confirmation page does not appear, your registration has not been saved.

Other helpful information:

• To add an additional account using the same email address:
  o Repeat steps 1 – 3 and click on Option 1 with the link that says “Click here to register.”
  o The next screen is our online registration system – RegOnline.
  o Click the button on the right side of the screen “Register Now.”
  o Instead of entering your email and password, click “Start a New Registration” located to the right hand side of your screen.
  o On the next screen, enter the email you wish to use and click “Continue.”
  o Then, on the next screen, instead of entering your email/password, click on the “Start a New Registration” link again on the right hand side of the screen.
  o This is where you will enter your personal “Member Profile” information. You will also choose a password to use to access your account later on.

Still experiencing technical difficulties?

There are three online registration YouTube videos for OLLI at ASU on the “Register/Login” page.

OR

Contact us at 602.543.6440 or lifelonglearning@asu.edu