Instructions for a New Registration
OLLI at ASU

After navigating to our website (lifelonglearning.asu.edu), click on the maroon “OLLI Register >” button on the homepage.
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This will take you to the registration page. Click the maroon “CREATE NEW REGISTRATION” under the first option.

To begin a **new** registration for membership and classes, enter your email address and then click the "Continue" button.
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Please fill out the required information (marked with a red asterisk) and click the "Continue" button at the bottom of the page.

While you are registering, if you need to make any changes, please use the links at the top of this page to go back to previous pages (i.e. Welcome, Attendee Information, Select Agenda, etc.)

MEMBER PROFILE

E-mail Address*

Prefix

First Name*

Middle Name

Last Name*

Suffix

Gender

Street Address*

Unit/Apt. Number

City*
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On the next page, make your class selections by checking boxes to the left of each class you wish to take. When finished, scroll to the bottom of the page and click the “Continue” button.

Confirm the Semester Membership Fee and click the “Continue” button.

The one-time per semester membership fee entitles you to register at all locations and take as many classes as you wish!

Your Semester Membership Fee is now being added to your total.

* = Required Field

*  OLLI at ASU Membership fee for semester 0000

Total Cost $0000

CONTINUE
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You will now be on the payment page. Review your class selections, select if you would like to make a payment by credit card (QuikPay) or check.

To pay by credit card, select the QuikPay option and click “Make Payment.” You will be taken to the QuikPay website to pay your fees. Once the transaction is complete, you will be returned to your registration.

Click the maroon “CONFIRM PAYMENT AND SUBMIT.”

*See the example Reference Number below? You will receive a unique Reference Number in your confirmation email – please save your number for future reference!

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<table>
<thead>
<tr>
<th>Welcome</th>
<th>Attendee Information</th>
<th>Select Agenda</th>
<th>Options</th>
<th>Payment</th>
<th>Registration Record</th>
</tr>
</thead>
</table>

### Attendee Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>2923230061</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>U.S. State / Territory</td>
<td>AZ</td>
</tr>
<tr>
<td>Zip (Postal Code)</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone # (Format: 6021231234)</td>
<td></td>
</tr>
</tbody>
</table>
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After clicking “CONFIRM PAYMENT AND SUBMIT” and paying through QuikPay, you will be taken to your confirmation page. This will include your Reference Number, a list of your classes, your membership card and benefits, and more. You can print this record, and one will be sent to your email address.