Navigate to our website (lifelonglearning.asu.edu) and click on the maroon “OLLI Register>” button on the homepage.

This will take you to the registration page. Click the “Create New Registration” button under the “Become a Member” option.

Before beginning your new OLLI at ASU registration, it is important to know that if you do not complete your registration in 30 minutes or less, the system will “time out.” We suggest you have a list of classes you wish to take prepared before beginning registration.
To begin a new registration for membership and classes, which must be completed every semester, enter your email address and click the maroon “CONTINUE” button.

Please fill out the required information (marked with a red asterisk) and click the maroon “CONTINUE” button at the bottom of the page when complete.

While you are registering, if you need to make any changes, please click the maroon “BACK” button at the bottom of the page.

Make your class selections by checking the boxes to the left of each class you wish to take. When finished, scroll to the bottom of the page and click the maroon “CONTINUE” button.
Refund Policy: Membership fees are nonrefundable. Class fees are nonrefundable, except in the event a class is canceled. Refunds will not be available in instances of double-booking (selecting classes that take place simultaneously).

Once you have selected your class(es), you will be required to confirm acknowledgement of the Semester membership fee and agree the terms and conditions of the mandatory OLLI at ASU Student Member Code of Conduct.
You will now be on the “Payment” page. Review your class selections.

OLLI at ASU staff are able to take credit card payments over the phone. We are not accepting checks/cash by mail at this time.

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

**DO NOT close out of the QuikPay transaction OR your registration until you are returned to your registration.** Closing these pages may result in an incomplete registration.
Once you have chosen to pay via Quikpay, you will automatically be taken to the Quikpay site. Verify your payment method and click the maroon “Continue” button.

The next step is to provide your credit card, billing address, and contact information. Make sure to fill out every field with a blue arrow below. Once the requested information has been input, click the maroon “Continue” button.
Verify the credit card information you input is correct, then click the maroon “Confirm” button. If necessary, click the gray “Edit” button to change your payment information if something is incorrect.
The next page will say “Processing Payment.” **DO NOT exit out of this page; if so, your payment will not be processed and you may have to re-start your registration.** If you accidentally exit out of this page, call our office at 602.543.6440 to re-register.

Once your payment has been processed, the website will automatically direct you back to your OLLI at ASU registration confirmation page. You will also receive an email confirmation. If you have not received the email, please check your spam folder. You will receive a unique Reference Number in your confirmation email – **please save your Reference Number!**

You will receive Zoom links and/or site locations for your upcoming OLLI at ASU class(es) in your registration confirmation email (example picture on next page).

For Zoom classes, click on the link to enter the digital classroom. If your Zoom class has multiple sessions, you’ll use the same link every week the class meets. A Zoom account isn’t required to attend a class session. Anyone can attend a class session using their laptop or desktop (Windows or Mac), tablet, or smartphone (iPhone or Android). If you’d like to test your system, learn more about Zoom, or watch some training videos to prepare for your classes, visit our website.
Thank you for registering for OLLI at ASU [Semester] your enrollment is confirmed. Save this email! Zoom links and/or site locations for your classes are found in the table below.

You will find your registration record at this link:

[Link]

Your unique Reference Number is:

Please keep your Reference Number somewhere safe. You will need it to log back into the system if you want to add classes to your registration in the future.

Class enrollment for OLLI at ASU [Semester]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Why Should I Be a Member Moderator?</td>
<td>1</td>
<td>9:30 AM</td>
<td>Zoom Classroom</td>
<td>OLLI at ASU Staff</td>
</tr>
</tbody>
</table>

Registration Support

Please email us at lifelong@asu.edu, or call us at 602.543.6440, if you have any questions or need support with your registration.

We’re looking forward to seeing you in class!