REGISTRATION INSTRUCTIONS

- Go to our website www.vanderbilt.edu/olli
- Scroll down to List of Classes and Special Events and click on the link to the list of courses.
- Once you’ve found the class you want to register for, click on ‘Click Here to Register’.
- Add your course to the cart

**NOTE: IF BUTTON SHOWS NOT AVAILABLE, CLICK ON IT TO BE ADDED TO THE WAITLIST.**

If you are ready to checkout, click on the checkout button

- To add another class, click on keep shopping
- Type the course title in the search field, then click on search
- Select course
- Add to cart
- Adding another class? Click on close, then click on search again located right above the course title

**NOTE: CLICK ON THE SHOPPING CART ICON (AT THE TOP OF THE PAGE) AT ANY TIME IF YOU ARE READY TO CHECKOUT.**

Ready to checkout?

- Click on checkout
- Enter your username and password

**IF YOU ARE HAVING TROUBLE WITH YOUR USERNAME AND PASSWORD, CALL 615-343-0700.**

Need to create a new account?

- Enter and retype your email address
- Select participant is over 18 years of age
- Click on create account
- Create your new username and password

**NOTE: YOU CANNOT USE YOUR EMAIL ADDRESS FOR YOUR USERNAME**

- Enter personal information

**NOTE: COMPLETE FIELDS WITH A RED (*) ONLY**

- Continue checkout

**QUESTIONS?**
Email us oshervu@vanderbilt.edu
Call 615-343-0700

Link to login and view your account
https://vupace.vanderbilt.edu/publicViewHome.do?method=load