

OLLI AT VANDERBILT

Get Oriented to the OLLI Website

Melissa Bussear and Alex Damiano

WHAT ARE WE GOING TO COVER?

What information is on the website? How can I find it?

How Do I Navigate the Website?

- Main Page
- Horizontal Menu Bar
- Vertical Menu Bar

Registration System

- How to find it
- How to use it

MAIN PAGE

Elements of the Page

- Horizontal Menu Bar
- Vertical Menu Bar
- Main Page Content

Check this page consistently for information about...

- Upcoming Events
- Registration Opening/Deadlines
- Previews of the next term's course offerings
- Updates during registration about courses that are open, limited and closed

vanderbilt.edu/olli/index.php

Outlook Web App Sign in to Admin Other Lifelong Learn... People Finder Timesheet Development-Assistan...

OLLI AT VANDERBILT Fall 2016

Home About Us REGISTER Events Beyond the Classroom Scholarships Donate Archive Contact Us FAQ

Registration Open for Holiday Gathering

OLLI AT VANDERBILT

HOLIDAY GATHERING

Wednesday December 7 | 12:00 p.m.

Scarritt - Bennett Center

Please join us in the Susie Gray Dining Hall at Scarritt-Bennett for a delicious luncheon buffet.

- 1008 19th Avenue Nashville, TN 37212

Following the luncheon, we will walk to the Upper Room for an optional tour of the Christian Art Museum, featuring 120 nativity scenes.

Confirmation emails will be sent the week of November 28 with a map and parking details.

The cost is \$25 per person.

No refunds will be issued after December 2, 2016.

CLICK HERE TO REGISTER

You can also stop by the OLLI table to register at class.

Other Lifelong Learning Institute (OLLI) at Vanderbilt University is an inclusive group that strives to represent the greater Nashville community with stimulating intellectual and cultural noncredit courses, programs, and trips for adults over 50, regardless of educational background.

The Division of Public Affairs sponsors the Other Lifelong Learning Institute at Vanderbilt and is administered by Vanderbilt's Department of Community, Neighborhood, and Government Relations.

Osher, Vanderbilt University, 2007 Terrace Place, Nashville, TN 37203

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HORIZONTAL MENU BAR

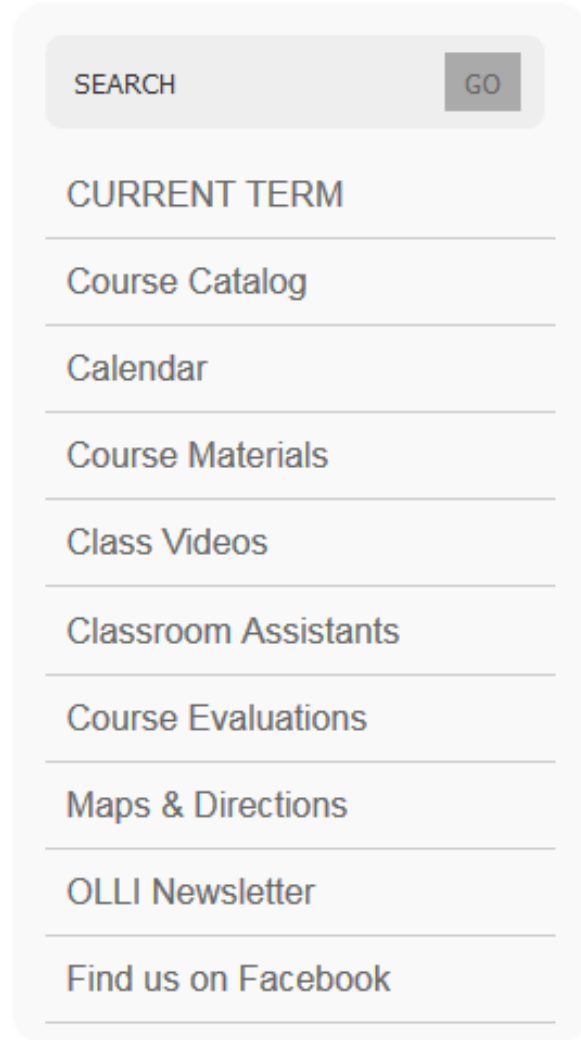
Home	About Us	REGISTER	Events	Beyond the Classroom	Scholarships	Donate	Archive	Contact Us	FAQ
		Member Benefits		Student Interest Groups			Curriculum History		
		Policies & Procedures		Volunteer Opportunities			Class Materials Archive		
		Board & Committees		You Can Do IT - Free workshop			Class Video Archive		
		OLLI Partners					Newsletter Archive		
		Osher Foundation							

[Let's Go to the Website!](#)

VERTICAL MENU BAR

The vertical menu bar holds all information that is pertinent to the current term.

Let's Go to the Website!



REGISTRATION

Q: How do I find the webpage?

A: Go to OLLI's home page by typing www.vanderbilt.edu/olli into your browser bar and click the "REGISTER" button in the top, horizontal menu bar.

Q: Who needs to have an account?

A: Anyone who wants to register online to take a class, attend a trip or an event needs to have an account.

Q: Who needs to create a NEW account?

A: Anyone who has not created an account since May of 2016 (including anyone who made an account in the old system).

Q: What if I'm not sure if I have already created an account?

A: Call the office at (615) 343-1130!

Q: What if I'm signing up for both myself and my spouse?

A: You need to make two completely separate accounts, (including separate names) to ensure that you each receive correspondence and have the correct name on your nametags.

Q: Should I create a new account if I can't access my old one?

A: When you create multiple accounts, it makes it very difficult to ensure that you are receiving correspondence from OLLI. Instead, please click the "I forgot my username and password" link on the registration page or call the office at (615) 343-1130!

REGISTRATION – HOMEPAGE

Horizontal Menu Bar (this will remain at the top of each page)

- Contact information – update your address, phone number, email address, Go Green preference
- Change password – enter new password (helpful if have temporary password from OLLI office)
- Catalog (default view) – Click through to see all items open for registration
- Logout

OLLI AT VANDERBILT

Home Sign In Catalog

Online Registration

Contact Information Change Password Catalog Log Out Return to Admin

Current cart

- (paid) Intellectual Sampler \$40
- (paid) OLLI at the Nashville Jazz Workshop \$40

Classes Special Class Offerings Lunch and Learn Special Events

Select a course to view details

[You Can Do IT - Get Oriented to the OLLI Website](#)

[You Can Do IT - Stump the Staff](#)

REGISTRATION – HOMEPAGE

Tabs

- Classes – core classes listed in the course catalog
- Special Class Offerings – items such as OLLI partnership courses
- Lunch and Learn – monthly Lunch and Learn events
- Special events – examples: Holiday Gathering, Fall Kick-Off, Annual Meeting, Day Trip

OLLI AT VANDERBILT *Online Registration*

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REGISTRATION – HOMEPAGE

Current Cart

- All items currently in your cart, paid or unpaid
- If the item has a red “x” next to it, you can click it to remove the item from your cart
- Note: you must have at least one item in your cart to check out

OLLI AT VANDERBILT *Online Registration*

Home Sign In Catalog

Contact Information Change Password Catalog Log Out Return to Admin

Current cart

- (paid) Intellectual Sampler \$40
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Classes Special Class Offerings Lunch and Learn Special Events

Select a course to view details

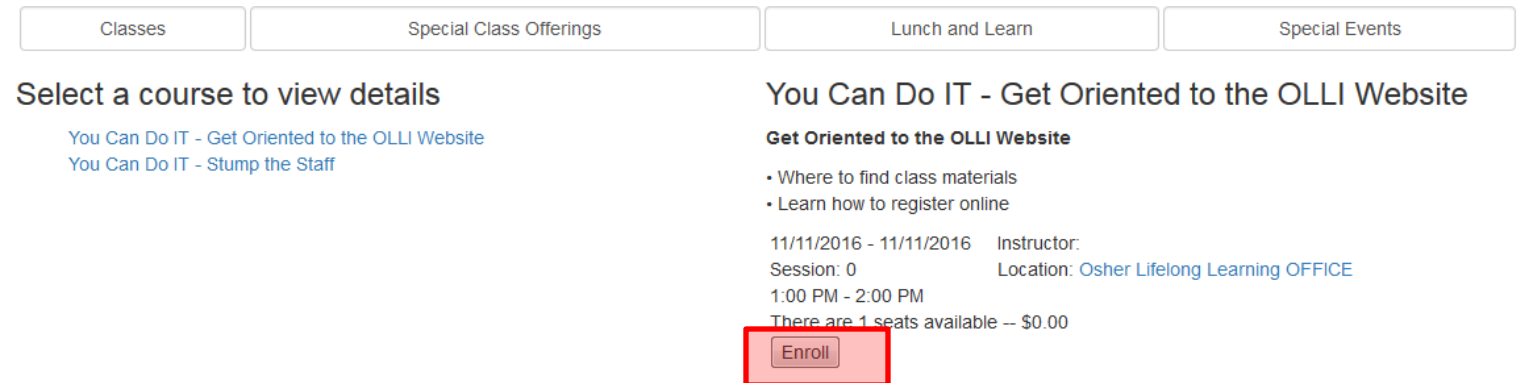
[You Can Do IT - Get Oriented to the OLLI Website](#)
[You Can Do IT - Stump the Staff](#)

REGISTRATION – HOW TO REGISTER

1. Select the class or event for which you'd like to register to view details



2. Review details and click “enroll” to add to your cart



REGISTRATION – HOW TO REGISTER

3. Click Check Out
(this will only appear after you've added at least one item to your cart)

Contact Information Change Password Catalog Log Out Return to Admin

Check Out

Current cart

- (paid) Intellectual Sampler \$40
- (paid) OLLI at the Nashville Jazz Workshop \$40
- **X** You Can Do IT - Get Oriented to the OLLI Website \$0

Classes Special Class Offerings Lunch and Learn Special Events

Select a course to view details

[You Can Do IT - Get Oriented to the OLLI Website](#)
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You Can Do IT - Get Oriented to the OLLI Website

Get Oriented to the OLLI Website

- Where to find class materials
- Learn how to register online

11/11/2016 - 11/11/2016 Instructor:
Session: 0 Location: [Osher Lifelong Learning OFFICE](#)
1:00 PM - 2:00 PM
There are 1 seats available -- \$0.00
You are enrolled.

[Remove Class](#)

4. Confirm your courses and billing information and then click "Purchase"

Contact Information Catalog Log Out Return to Admin

Item	Price	Details
2016 Holiday Gathering	\$25.00	
TOTAL	\$25.00	

Billing Information

First Name

Last Name

Address 1 **Required**

Address 2

City

State **Required**

Zip Code **Required**

Purchase

REGISTRATION – HOW TO REGISTER

Enter your credit card number

- No dashes, spaces or hyphens

Enter the card's expiration date

- 4 digit format only
- Example: November 2016 would be 1116
- No spaces or slashes (/)

Enter the card's CVV code

- 3 digit for Visa, Discover and MasterCard located on back of card
- 4 digit code located on front of card for AmEx

Confirm your billing address

- Include your email address if you'd like a receipt sent to your email

Credit card number should be listed without spaces or dashes.
The CVV2 required information is the three digit number located on the back of your Visa, Discover and Mastercard to the right of your signature.
For American Express card users, this four digit code is located on the front of your credit card on the right.

SALE

Order Section

Credit Card Number: *

Expiration Date(MMY): *

Amount: 25.00 *

CVV2: *

Invoice Number: 1314

Description: Osher Class Registration

Billing Address

First Name: Melissa

Last name: Bussear

Address1: 669 Pemberton Drive *

Address2:

City: Lebanon

State/Province: TN

Postal Code: 37087 *

Country: United States (USA)

Email Address:

FEEDBACK

- Write us an email please!
- Send your feedback to oshervu@vanderbilt.edu

THANK YOU

Questions?

Call Melissa or Alex at
(615) 343-1130