OLLI at Vanderbilt: How to Register

*Please Note: If too much time passes between registering and checking out, you will be timed out of the system*

1. Click the **Register** link on the OLLI homepage.
2. Click on the link to the sign in page.
3. Create your new account:
   - Choose a username.
   - Create a password.
   - Enter your email.
   - Click Create Account.
4. Fill out contact information
   • Note: fields with a “*” are required.
   • Click **Submit** to log in and begin registering.
5. Click on **Return to Course Catalog**.
6. Click on **Member Registration** then click on **3 Course Package**.
7. Select **Add to Cart**.
8. Click on **Return to Course Catalog**.
9. Click on **Classes** then click on the class you wish to enroll in. Please note: You may only enroll in one course at a time.
10. Select **Add to Cart.**
11. Then click on **Return to Course Catalog**.
12. To add additional courses, repeat Steps 9 through 11. Once you have added all of your courses to your cart, click **Check Out**.
13. Make sure your information is correct and click **Next**.
14. Choose your payment method and click **Next**.
15. If your billing information is the same as your contact information, click the box next to **My contact and billing information are the same**. If they are different, fill out the necessary information. Then click **Next**.
16. Look over your order and click **Purchase**.

### Check Out: Purchase

Your order is not yet complete. You must click on the **PURCHASE** button. This will take you to the credit card information page where you will enter your information for payment. Once you have entered your credit card information, click on the **PROCESS** button to finalize.

Verify that your order, billing address, and payment information are correct, and then click **Purchase** to submit your order.

Other Lifelong Learning Institute at Vanderbilt Refund Policy: No refunds will be given; however, please call Customer Service at 615-322-8700 or email customer@vanderbilt.edu for possible credit to be applied to future classes and/or events.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Course Package for Spring Section 01 12:00 AM-1:00 PM, 3/11/20 12 - 3/16/2013 3 Sessions Location: Instructor: Stanley C. Dicke orange</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Just the Facts, M'am and Only the Facts Section 01 12:00 AM-1:00 PM, 3/11/20 12 - 3/16/2013 3 Sessions Location: Instructor: Stanley C. Dicke orange</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>D.H. Lawrence Section 01 12:00 AM-1:00 PM, 3/13/20 12 - 3/18/2013 3 Sessions Location: Instructor: Robert Barsky</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Ancient Prophecy: Bridging two Worlds Section 01 12:00 AM-1:00 PM, 3/15/20 12 - 3/20/2013 3 Sessions Location: Instructor: James Orenstein</td>
<td>$10.00</td>
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<td>3 Course Package</td>
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<td>3 Course Package</td>
<td>$10.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$140.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
17. This will take you to a page to enter in your credit card information. Fill this out and click **Process**.

Please note on this form:
- Month and Year needs to be entered as 2-digit month and 2-digit year without slashes.
- CVV2 is the three-digit code on the back of your credit card, unless you have American Express and it is the four-digit code on the front of your credit card. (For example, if your card expires April 2014, you would type 0414.)

18. You have now successfully created an account and registered for classes.