REGISTRATION INSTRUCTIONS

- Go to our website [www.vanderbilt.edu/olli](http://www.vanderbilt.edu/olli)
- Scroll down to **List of Classes** and look for the class you are interested in
- Click on the (+) sign to the right of **Classes, Instructors, and Schedules**
- Click on **Sign Up** button

**NOTE:** IF BUTTON SHOWS NOT AVAILABLE, CLICK ON IT FOR FURTHER INSTRUCTIONS.

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

- To add another class, click on **keep shopping**
- Type part or all of the course title in the search field, then click on search or enter key
- 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

**NOTE:** THE NEW SYSTEM WILL NOT RECOGNIZE THE USERNAME/PASSWORD THAT YOU’VE USED BEFORE. REGISTER AS A NEW USER.

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

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

• Enter personal information

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

• Continue checkout

Ready to pay?

• Select a payment method
• Continue checkout
• Read and agree to policy confirmation
• Enter payment information and submit

**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