REGISTRATION INSTRUCTIONS

• Go to our website 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 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

NOTE: If your last class taken was spring 2019 or prior to, go to I Am A New User and create a new account.

If the last class taken was summer 2019, enter your username and password.

If you have taken a class at Blair School, you already have an account, proceed with your username and password.

Not sure if you have an account, call 615-343-0700.
Creating 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/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