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 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

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