Registration Tips for OLLI Students

Before Registration Day, Verify Your User Account and Password:

- Open your internet browser, and go to learnmore.duke.edu
- Then click on the Student Login button
If you already have a user account, login using the boxes under “I already have an account.” If you and your spouse share an email account, note that if you use the link to “forgot username,” you might get two emails in response. Be sure to select the username that belongs to you and not your spouse.

If you are new to OLLI: you can create a new account under “I am a new user.” Select “Participant is over 18 years of age” and click “Continue” You will then be prompted to create and save your profile. The only mandatory fields are first name, last name, email address, mailing address, and phone number.

Once you have successfully logged in, we encourage you to change your user name and password to something easily remembered.

Click on logout in the upper right corner of your screen.

If you need any help with your account, call our registration team at 919-684-6259 before registration day.
Before registration opens at 9:00 am:

- Turn your computer on and open a web browser to learnmore.duke.edu
- Have your username, password, and a list of the 4-digit course numbers you wish to register for readily accessible
- Have your login information for your email account readily accessible
- Have your credit card readily accessible
Find a course you’d like to register for:

1. Click on the **Search Courses** link on the [learnmore.duke.edu](http://learnmore.duke.edu) web page to bring up the **Advanced Search** form.
2. Enter the four digit course number of your desired class into the search box (for example, **2013**).
3. Click on the blue **Search** button.
The **Course Search Results** screen shows the course.

If you accidently searched the wrong course, click on **Search Again** or on **Advanced Course Search** which is always available in the footer of our web pages.

If you found the correct course, click on the title of the course which will take you to the course page.
On Registration Day at 9:00 am:

At 9:00 am, the course section status of **Future Offering** will change to **Add to Cart** on the course page.

**TIP:** It’s a good idea to **refresh** the browser at 9:00 to see this result as soon as possible (see little icon in the upper left highlighted in yellow—this icon varies from browser to browser).

Click on the **Add to Cart** button and notice that the shopping cart in upper right will now contain the course. A pop-up will confirm you have added the course to cart. Click on **Checkout** to close the pop-up.
You will now see your shopping cart and you have several options. You can click on:

- **Checkout** (if this is the only course you’d like to take)

- **Remove** the Course from your cart (if you don’t wish to take the course)

  Or

- **Keep Shopping** so you can select another course, which we will demonstrate next
As we did earlier, use the **Advanced Search** form and enter the 4 digit course number.

Click on **Search**.
Click on the course title to get to the course page.

Click on the title
This screenshot illustrates that when two sections are associated with a course, such as the World Today, the first one displays automatically as expanded on the right.

*Important*: Our course sections used to display below the course description; now they display on the right.

Make sure that if a course has multiple sections that you look for the correct section by scrolling down the page and using the **plus sign** on the right side to expand details.

*Important*: This is a visual change from our previous version of the registration software.

Add the desired section to cart and click on the **Checkout** button.
You can add more classes to your cart by clicking again on the Keep Shopping button.

For this example, I will purchase these two courses only so I am ready to click on Checkout.

OLLI spring courses have no multi-course discounts so you will not need to apply price adjustments.
Login to the system with your username and password under I already have an account.

We recommend that you become comfortable entering your username and password before registration day.

If you get stuck, use the Forgot User Name and Forgot Password options.

If your account becomes locked, our office can unlock it for you and send you your username and a new password.
When you login successfully, you’ll see your profile and a confirmation box.

Click on Continue Checkout to expedite your registration.
The next screen shows you what you are about to purchase (the screen shot at right is cropped).

*If you don’t have a current OLLI membership, our system is programmed to automatically add one to your cart.*

In this example, I have a current membership so it hasn’t been added to my cart.

*Scroll down the page* and check that you understand our policies *(mandatory).*

Click on *Continue Checkout.*
Next you will see a screen that says “processing” as our system communicates with the credit card processor.

This may take more time than you expect. Please be patient and do not close your browser.

If you experience any problems or errors, please fill out a survey at

https://duke.qualtrics.com/S\E/?SID=SV_9WF8wuPSWg9qW57
The next screen you will see is the payment screen.

Verify your name and address are correct.

Choose your card type and enter your credit card number as well as your expiration date.

Then click on Pay.
You should see another screen that says “processing” while the credit card processor handles your payment and communicates back to our registration system.

If you experience any problems or errors, please fill out a survey at

https://duke.qualtrics.com/SE/?SID=SV_9WF8wuPSWg9qW57
When your registration is complete, you should see a receipt on your computer screen and receive an email confirmation of your registration.

You can also call our registration team at 919-684-6259 or email them at learnmore@duke.edu. Calls will be answered in the order in which they are received. Due to high volume on the first day of registration, please do not leave multiple phone messages since these only slow down the registration team in responding to students.