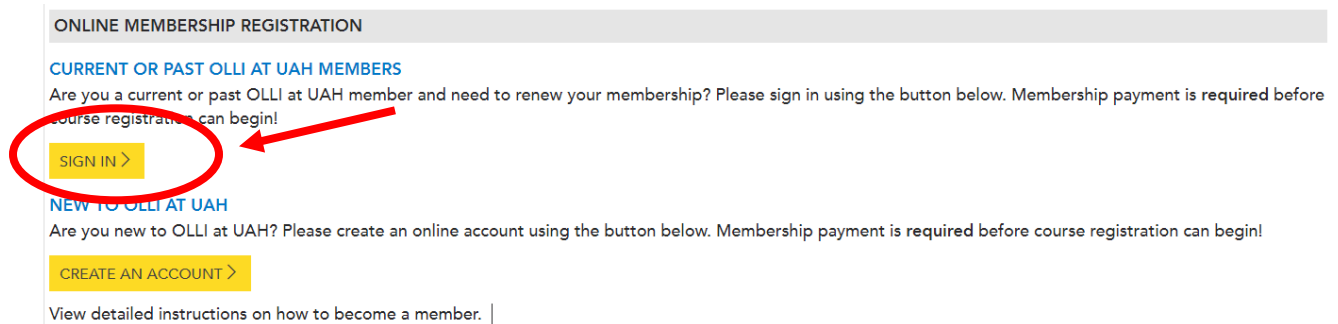


ONLINE MEMBERSHIP INSTRUCTIONS GUIDE

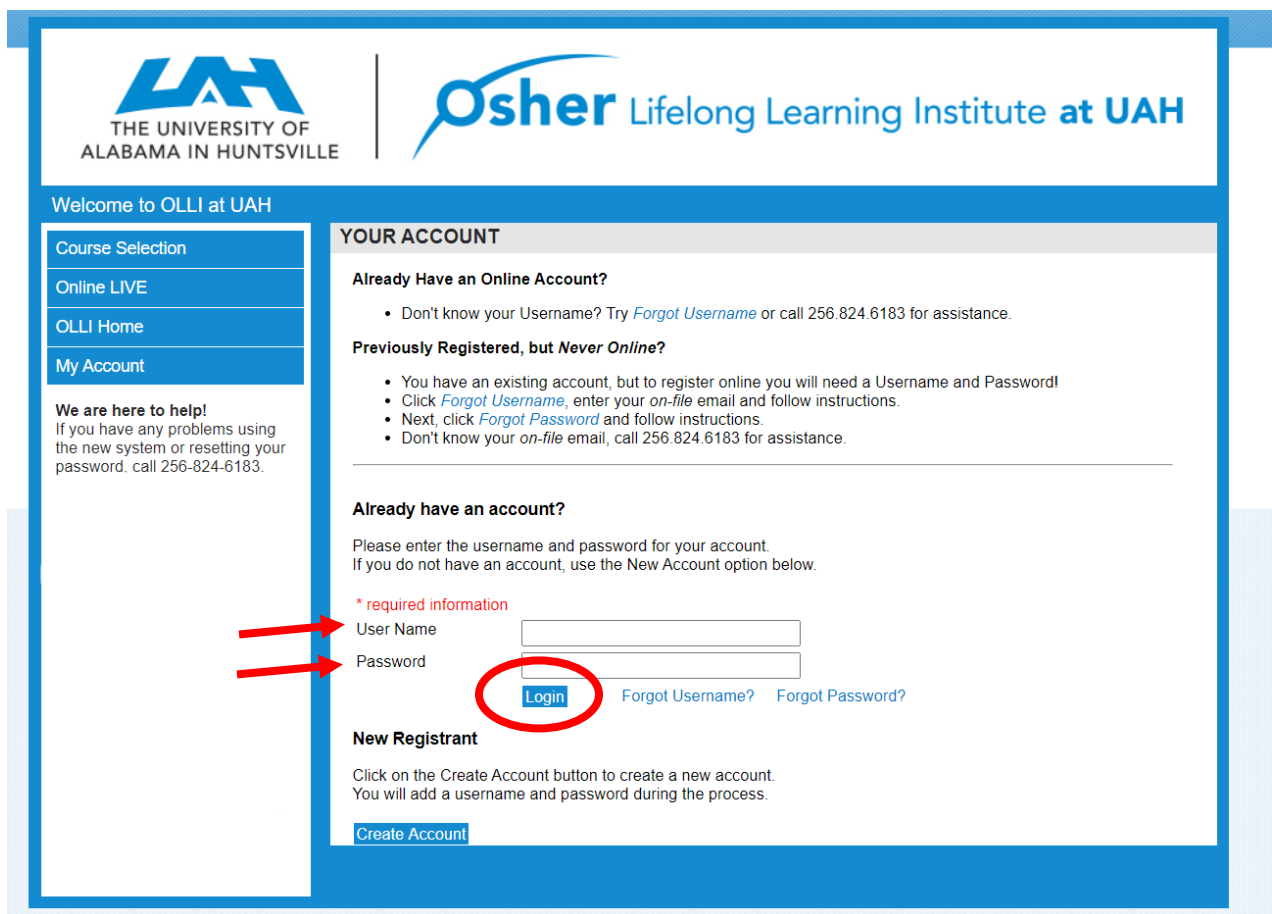
MEMBERSHIP RENEWAL WITH ONLINE ACCOUNT

Memberships are required renewal term registration. To renew your membership, follow the instructions below:

1. Go to Osher.uah.edu/JoinOLLI and click on “Sign In”.



2. Log in to your account by inserting your username and password.



3. Click on “My Account” and select “My Membership”.

The screenshot shows the Osher Lifelong Learning Institute at UAH website. The top navigation bar includes the UAH logo and the Osher Lifelong Learning Institute at UAH logo. Below the navigation bar, there is a welcome message and a 'Cart | Sign Out' link. The main content area is divided into a left sidebar and a main content area. The sidebar contains a 'My Account' menu with options: MyAccount Home, Edit Profile/Password, Manage Members, My Memberships, View/Pay Invoices, Products, Registrations, and View Cart. The main content area is titled 'MEMBERSHIPS' and includes a welcome message, a table of current memberships, and a table of available memberships. The 'My Account' and 'My Memberships' menu items are highlighted with red arrows. The 'Add to Cart' button in the 'Memberships Available' table is also highlighted with a red circle.

Welcome to OLLI at UAH Cart | Sign Out

MEMBERSHIPS Account: Alejandra Pacheco

Enjoy your OLLI at UAH membership benefits!

Beginning the month your membership is processed your membership will be valid for the number of months selected. Should you renew your membership during the period your current membership is valid, your membership will be extended from the current expiration date. If your renewal is received after the membership has expired, the new expiration date of the membership will begin the month the renewal is processed.

OLLI at UAH membership is REQUIRED to register for courses.

Your Membership

Membership	Start Date	Expire Date	Status
Standard	9/24/2020		Current
OLLI Member	9/23/2019	9/23/2020	Current

Memberships Available

Membership Levels	Description	Current Fee
OLLI Member - 12 Month	12 Month OLLI at UAH Membership	\$ 25.00
OLLI Member - 24 Month	24 Month OLLI at UAH Membership	\$ 50.00
OLLI Member - 36 Month	36 Month OLLI at UAH Membership	\$ 75.00

Select Membership Level for Renewal [Add to Cart](#) [No Thanks!](#)

4. Select the length of your membership (12-months, 24-months or 36-months) and click on “Add to Cart”.

This is a close-up view of the 'Memberships Available' table from the previous screenshot. The table lists three membership options: 12-month, 24-month, and 36-month. Below the table, there is a dropdown menu for selecting a membership level for renewal, currently set to '- Select -'. The 'Add to Cart' button is circled in red, and a red arrow points to it from the left.

Memberships Available

Membership Levels	Description	Current Fee
OLLI Member - 12 Month	12 Month OLLI at UAH Membership	\$ 25.00
OLLI Member - 24 Month	24 Month OLLI at UAH Membership	\$ 50.00
OLLI Member - 36 Month	36 Month OLLI at UAH Membership	\$ 75.00

Select Membership Level for Renewal [Add to Cart](#) [No Thanks!](#)

5. Click on “Checkout”

YOUR CART Account: Alejandra Pacheco

Course ID SectionID	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
OMF1 M60002-12 remove	OLLI Membership Days: Membership	1	\$ 25	\$ 25	
Sub-Total:				\$ 25	\$ 25.00
TOTAL:				\$ 25	\$ 25.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

[Checkout](#) [Continue Shopping](#)

- Fill out “Required Information”
- Fill out “Payment Details”
- Click on “Next Step”
- Click on “Submit”

MEMBERSHIP RENEWAL WITHOUT ONLINE ACCOUNT

If you have registered for OLLI in person or through the phone but never online (current or in the past). Please follow the instructions below:

- Go to Osher.uah.edu/JoinOLLI and click on “Sign-In”.

ONLINE MEMBERSHIP REGISTRATION

CURRENT OR PAST OLLI AT UAH MEMBERS
Are you a current or past OLLI at UAH member and need to renew your membership? Please sign in using the button below. Membership payment is required before course registration can begin!

SIGN IN >

NEW TO OLLI AT UAH
Are you new to OLLI at UAH? Please create an online account using the button below. Membership payment is required before course registration can begin!

CREATE AN ACCOUNT >

[View detailed instructions on how to become a member.](#)

- Since you have previously registered with OLLI but never online, click on “Forgot Username?”

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE | **Osher Lifelong Learning Institute at UAH**

Welcome to OLLI at UAH

COURSE SELECTION
Online LIVE
OLLI Home
My Account

We are here to help!
If you have any problems using the new system or resetting your password, call 256-824-6183.

CPS & OLLI at UAH - COVID-19 INFO
As we do our part to help prevent the spread of the coronavirus (COVID-19), all face-to-face courses and activities for OLLI at UAH are suspended until further notice. Please visit [CPS - COVID-19 Information and Updates](#) for up to date information.

YOUR ACCOUNT

Already Have an Online Account?

- Don't know your Username? Try [Forgot Username](#) or call 256.824.6183 for assistance.

Previously Registered, but Never Online?

- You have an existing account, but to register online you will need a Username and Password!
- Click [Forgot Username](#), enter your *on-file* email and follow instructions.
- Next, click [Forgot Password](#) and follow instructions.
- Don't know your *on-file* email, call 256.824.6183 for assistance.

Already have an account?

Please enter the username and password for your account.
If you do not have an account, use the New Account option below.

* required information

User Name

Password

[Login](#) [Forgot Username?](#) [Forgot Password?](#)

New Registrant

Click on the Create Account button to create a new account.
You will add a username and password during the process.

[Create Account](#)

- Insert your email address *on-file* and click submit. We will send you an email with your username information. If you do not know your on-file email, please phone us at 256.824.6183.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE | Osher Lifelong Learning Institute at UAH

Welcome to OLLI at UAH Create Account | Sign In

FORGOT YOUR USER NAME

If you have forgotten your username, please submit your email address below and we will send the user name to you.

Email Address:

[Submit](#) [Return to Login](#)

- Click on “Forgot Password?” to set your password. We will send you an email with instructions on how to set up a new password.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE | Osher Lifelong Learning Institute at UAH

Welcome to OLLI at UAH

YOUR ACCOUNT

Already Have an Online Account?

- Don't know your Username? Try [Forgot Username](#) or call 256.824.6183 for assistance.

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- Click [Forgot Username](#), enter your *on-file* email and follow instructions.
- Next, click [Forgot Password](#) and follow instructions.
- Don't know your *on-file* email, call 256.824.6183 for assistance.

Already have an account?

Please enter the username and password for your account.
If you do not have an account, use the New Account option below.

*** required information**

User Name

Password

[Login](#) [Forgot Username](#) [Forgot Password?](#)

New Registrant

Click on the Create Account button to create a new account.
You will add a username and password during the process.

[Create Account](#)

- Once you complete the steps mentioned, you are now able to log in by entering your User Name and Password.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE | **Osher Lifelong Learning Institute at UAH**

Welcome to OLLI at UAH

Course Selection
Online LIVE
OLLI Home
My Account

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YOUR ACCOUNT

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- Click [Forgot Username](#), enter your *on-file* email and follow instructions.
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- Don't know your *on-file* email, call 256.824.6183 for assistance.

Already have an account?

Please enter the username and password for your account.
If you do not have an account, use the New Account option below.

*** required information**

User Name

Password

[Login](#) [Forgot Username?](#) [Forgot Password?](#)

New Registrant

Click on the [Create Account](#) button to create a new account.
You will add a username and password during the process.

[Create Account](#)

- Once logged in, follow the steps 3, 4, and 5 shown on page 2 and 3 of this guide.

NEW MEMBER

If you are new to OLLI, you will need to create a new account.
The instructions on how to register are below:

- Go to Osher.uah.edu/JoinOLLI and click on “Create Account”.

ONLINE MEMBERSHIP REGISTRATION

CURRENT OR PAST OLLI AT UAH MEMBERS

Are you a current or past OLLI at UAH member and need to renew your membership? Please sign in using the button below. Membership payment is required before course registration can begin!

[SIGN IN >](#)

NEW TO OLLI AT UAH

Are you new to OLLI at UAH? Please create an online account using the button below. Membership payment is required before course registration can begin!

[CREATE AN ACCOUNT >](#)

[View detailed instructions on how to become a member.](#)

- Fill out all the information for your profile and click on “Submit”.

The screenshot shows the registration form for the Osher Lifelong Learning Institute at UAH. The form is titled "REGISTRANT PROFILE" and includes a navigation menu on the left with options: Course Selection, Online LIVE, OLLI Home, and My Account. The main content area contains the following fields and sections:

- Name Information:** Name Prefix (dropdown), First Name, Middle Name/Initial, Last Name, Name Suffix, and Last Name titles such as Jr, II, PhD.
- Mailing Address:** Address 1, Address 2 (with Apt./Suite or additional address details), City/Town, State/Province, Postal Code, and Country (dropdown).
- Contact Information:** Home Phone, Mobile Phone, and Email Address. A section for "Select desired contact method(s)" includes checkboxes for Email, Mail, Phone, and Fax.
- Personal Information:** Birth Date (mm/dd/yyyy), Gender, and a checkbox for "Include me in OLLI E-News and other email updates."
- Account Creation:** A section for new accounts requiring a User Name (6-50 characters), New Password, and Confirm Password. It includes password requirements and special characters allowed.
- Profile Consent:** A section asking for consent to record personal data for the purpose of providing and managing an educational service, with Yes, No, and Consent Statement options.

A red circle and arrow highlight the "CREATE AN ACCOUNT >" button in the top section of the page.

- Once logged in, follow the steps 3, 4, and 5 shown on page 2 and 3 of this guide.