IF YOU ARE NEW TO OLLI

To become a member and enroll or to enroll in an event open to the public.

(Membership is required to register for most OLLI course and events unless otherwise indicated.)

1. To register to be a member or for a public/open event, you must create an account. Go to https://olli.unl.edu/

2. Scroll down and click on the "ONLINE REGISTRATION" icon.

3. You are now on the "QuickPick Registration" page.

4. At the bottom of the Step 1 box, click on the BOX that says "CREATE ACCOUNT".

5. Fill out the Add New Account information and Personal Information. Every item with an asterisk (*) must be completed. If you want a catalog mailed to you, check the Information Request box.

Add New Account

Please note if you've taken classes with us before, you may already have an account. You can log in to your existing account if you don't know or have forgotten your password, you can reset it.

ACCOUNT INFORMATION

- Email
- Password
- Verify Password
- Additional Information

6. Click on ADD ACCOUNT.

ADD ACCOUNT  CANCEL

7. You are now logged in to start your registration.

IF YOU ARE RETURNING OR ARE A MEMBER OF OLLI

To renew your membership and enroll in courses/events.

1. Go to https://olli.unl.edu/

2. Scroll down and Click on the "ONLINE REGISTRATION" icon.

3. You are now on the "QuickPick Registration" page.

NOTE: If you have been a member of OLLI in the past but have never logged on before, login using the email we have on file and for the password, use your first initial, your last initial and your zip code (i.e. - bm68505)

4. If you have logged on before, enter your existing e-mail and password, then click the LOG ON button.

If you've forgotten your password, experience difficulty, or are not sure if you ever had one, select CREATE/FORGOT PASSWORD? You will receive an email message to reset your password.

5. You are now logged in to start your registration.
QuickPick Registration

Click here for instructions on how to register.

1. Log On or Sign Up

Welcome Dee Boo!

1. To purchase an OLLI membership

Scroll to Step #2: Select a Membership

2. Select a Membership

A membership option must be selected in order to register unless otherwise indicated.

- Current Member - 2019-20 Membership
  - Annual Membership: $75.00
  - Status: Open
  - Promotional Code:NET

Click on the box to the left of the membership option. If you qualify for a promotional discount

- Enter NET in the white box if you are a current member of NET
- Enter NAA if you are a first-time new OLLI member and a UNL Alumni Association Member
- Otherwise, leave that box blank.

Scroll to Step #3: Select Courses

3. Select Courses

Expand the sections to view available courses and make your selections.

- MONDAY
  - 19030CR - The Impact of Royal Interesting
    - Begin/End Date: July 8-16, 2019
    - Course Fee: $30.00
    - Status: Open

  - 19040CR - Volleyball 20
    - Begin/End Date: July 1-9, 2019
    - Course Fee: $30.00
    - Status: Open

  Hold your cursor over titles to view descriptions

- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY
- SATURDAY
- SUNDAY
- EVENT
  - 50000CF - The Case for Grace Cleveland: Alexander Day Trip
    - Begin/End Date: August 1, 2019 - August 3, 2019
    - Course Fee: $30.00
    - Status: Open

  Hold your cursor over titles to view descriptions

- PUBLIC
- TRAVEL

1. Click anywhere in the bar next to the day of week, event, public, or travel, to see options available for enrollment. (For example, if you want to see everything offered on Monday, click on the small arrow to the left of MONDAY to expand that section.)

2. Hold your cursor over the title to view the description when a text box opens

3. Click on the small box to the left of any title for which you would like to enroll. A small check mark will appear in the box.

4. Repeat steps 1-3 for other days of weeks, event, public, and travel to complete your selections.
Scroll to Step #4 – click on PROCEED TO CHECKOUT

NOTE: Amount due will only show the balance due for your registration. All promotional discounts (such as NET or NAA members) are taken at Checkout. Total balance due will show at checkout.

(If you want to register someone else, now please skip to page 4 of this document.)

Step #5: CHECKOUT PAGE

1. Review your enrollment and balance due. This balance should reflect any promotional code discounts.

To return to the registration form and edit your order click the “Change Selections” button.

ENROLLMENT CART ENTRIES FOR BOB MICKEL

<table>
<thead>
<tr>
<th>Historic Hayrack Tours</th>
<th>Oct 9</th>
<th>10:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAYER INFORMATION

The name and address MUST match the Credit Card account information.

If necessary, please edit the name and address before clicking the appropriate Pay button.

4. Click on the Blue PAYMENT SERVICES button.
Complete the SALE
- Complete all of the required fields with a red asterisk (*)
- Click the PROCESS button when finished

**DO NOT CLICK THE BACK BUTTON WHILE YOUR PAYMENT IS BEING PROCESSED.**
- Be Patient! During peak registration periods, this may take some time.

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**University of Nebraska - Lincoln**

**COLLEGE OF EDUCATION AND HUMAN SCIENCES**

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**SALE**

<table>
<thead>
<tr>
<th>ORDER SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT CARD NUMBER:</td>
</tr>
<tr>
<td>CARD SECURITY CODE:</td>
</tr>
<tr>
<td>EXPIRATION DATE (MM/YY):</td>
</tr>
<tr>
<td>AMOUNT:</td>
</tr>
<tr>
<td>DESCRIPTION:</td>
</tr>
</tbody>
</table>

---

**BILLING ADDRESS**

| FIRST NAME: |
| LAST NAME: |
| ADDRESS1: |
| ADDRESS2: |
| CITY: |
| STATE/PROVINCE: |
| POSTAL CODE: |
| PHONE: |
| EMAIL ADDRESS: |

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Click the process button to submit your payment information and return to the originating site.

Be patient and wait for the originating site to respond. Don't click the back button.

A receipt will be sent to your email address.
IF YOU WANT TO ENROLL SOMEONE ELSE

NOTE: BEFORE STARTING THIS PROCESS, YOU NEED THE OTHER PERSON’S EMAIL ADDRESS

You need to have this person’s email address to register for them or set up a new account if they are not an OLLI member or have never participated in OLLI before.

Scroll to Step 4. Click ENROLL ANOTHER PERSON.

5 Checkout Page

To return to the registration form and edit your order, click the “Change Selections” button.

ENROLLMENT CART ENTRIES FOR BOB NICHOL

<table>
<thead>
<tr>
<th>Historic Haystack Tours</th>
<th>Oct 9</th>
<th>10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount due: $10.00</td>
</tr>
</tbody>
</table>

PAYER INFORMATION

You will be asked to confirm, “Do you really want to enroll another user? Click “YES.”

The system will redirect you to the “Enroll Someone Else” page. Be patient.

Enroll Someone Else

1) Enter the email address of the person you want to enroll:

- Person has an Account With Us? - enter the email address assigned to their account.
- Person Does NOT have an Account Yet? - enter the email address that you want to assign to their account.

*Email: Email Address

Enter the email address and click “OK” on the blue box to the right.

NOTE: If the email address you entered is in the system, you will see this page. If the email address you entered in NOT in the system, skip to the next page of this instruction guide.

Enroll Someone Else

*Email: kosmond2@uni.edu

There is one record currently in our database matching that email address. Use the name shown, or create a New Record

*First Name: Kim
*Last Name: Osmond

Confirm and Continue | Cancel and Start Over

Enrollment Progress... 

- If the name displayed is correct, click “CONFIRM AND CONTINUE”
The system will take you to the QuickPick Registration page
You can repeat the registration process as outlined in Step 2 and Step 3
Repeat the process (ENROLL SOMEONE ELSE) for each person you want to enroll

When you are done, click on the "PROCEED TO CHECKOUT" button at the bottom of the QuickPick Registration page

NOTE: If the email address is not in the system, you will see this page

- You will then need to set up an account for the new person
- Complete the required fields indicated by an asterisk (*)
- Click Confirm and Continue
- Wait (patiently) for you to be redirected back to the Quick Pick Registration Page.
- You will then have to repeat the registration process

Enroll Someone Else

Email: mmm@mmm.com

We currently have no other records matching that email address.

Please create a new account by providing the following information:

Default values match those of the logged on user. Modify as needed.

*Indicates Required Information

First Name
Last Name
Address
City
State
Zip/Postal Code
Day Phone
Special Needs

CONFIRM AND CONTINUE CANCEL AND START OVER
When completed, you can repeat the process for a third (and fourth, fifth, etc. person) by clicking on ENROLL ANOTHER PERSON.

WHEN YOU HAVE COMPLETED ENROLLMENT, you can proceed to checkout. You should see the “cart entries” and “amount due” for each person you have registered.

**Checkout Page**

To return to the registration form and edit your order click the “Change Selections” button.

### ENROLLMENT CART ENTRIES FOR BOB MICHL

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to Cochlear Implants</td>
<td>Oct 15</td>
<td>5.00</td>
</tr>
</tbody>
</table>

**Total amount due:** $80.00

### ENROLLMENT CART ENTRIES FOR CAROL MASON

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date Range</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Membership</td>
<td>Aug 1, 2019 - Jul 30, 2020</td>
<td>75.00</td>
</tr>
<tr>
<td>&quot;White Right: Meeting the Enemy&quot;</td>
<td>Oct 10</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total amount due:** $75.00

**PAYER INFORMATION**

The name and address MUST match the Credit Card account information.

If necessary, please edit the name and address before clicking the appropriate Pay button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME ON CARD</td>
<td>Testing</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>Testing</td>
</tr>
<tr>
<td>CITY</td>
<td>Testing</td>
</tr>
<tr>
<td>STATE</td>
<td>NE</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>55555</td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:testing@test.nebrarrr.com">testing@test.nebrarrr.com</a></td>
</tr>
</tbody>
</table>

When you are satisfied with your course selections, scroll down to the PAYER INFORMATION. Please note the name and address MUST match your credit card information. (NOTE: OLLI accepts Mastercard, Visa, and Discover…. Or personal checks.)

Click on the Blue PAYMENT SERVICES button.
We only accept Visa, Mastercard and Discover.

ORDER SECTION

CREDIT CARD NUMBER: 
CARD SECURITY CODE: *
EXPIRATION DATE (MMYY): *
AMOUNT: 140.00 *
DESCRIPTION: Olli Registration

BILLING ADDRESS

FIRST NAME: Testing *
LAST NAME: Testing *
ADDRESS1: Testing *
ADDRESS2: 
CITY: Testing *
STATE/PROVINCE: NE *
POSTAL CODE: 55555 *
PHONE: *
EMAIL ADDRESS: *

Click the process button to submit your payment information and return to the originating site.

Be patient and wait for the originating site to respond. Don't click the back button.

This concludes the registration and enrollment process.