



Osher Lifelong Learning Institute at The University of Miami

Instructions for Online Class Registration

- Enter olli.dcie.miami.edu in the internet browser search bar
- Click on: **REGISTER**; Then Click again on: **REGISTER ONLINE**
- Scroll down and **SELECT YOUR DESIRED COURSES**
(Click on the radio/option button for each course desired.)

Note: If you want to register for a course taught on more than one day of the week (e.g. Chair Yoga or Freestyle Yoga) you must put each class in your cart one at a time and follow the procedure below. Similarly, if you want to register for a class taught in both sessions (e.g Global Viewpoints) you must put each class in your cart one at a time and follow the procedure below.

Click on the **U MIAMI DIVISION OF CONTINUING & INTERNATIONAL EDUCATION Logo on the top left side of the page**

Click on the **OLLI tab** in the middle of the page.

Click on the **OSHER** drop down menu on the right hand side

Click on **Coral Gables courses**

Scroll down and **SELECT YOUR DESIRED COURSES**

- When done selecting your desired courses...
- **SCROLL ALL THE WAY DOWN** & click on **ENROLL NOW**
- **LOGIN:** Enter your email and password
 - If you forgot your password, **RESET** (Minimum 10 characters)
- Once you are logged in:
 - Click on: **PAY FULL BALANCE**
 - Select a payment type: **CREDIT CARD**
 - Click on: **PAY NOW** (You will be re-directed to Payment Form)
 - Verify Dollar Amount
- Then Click **CONTINUE**
 - Provide Credit Card Information
- Complete the transaction

IF YOU FORGET YOUR PASSWORD

At the Welcome page (LOG IN) if you enter your email and realize you forgot your password-

- Click on “Forgot Password?”
 - Re-enter your email
 - Click Green tab “Reset Password”
 - You will get message that reads:
“Your password has been reset. Please check your email for your temporary password and instruction for updating it.”
 - Go back to your email and get TEMPORARY NEW PASSWORD
 - Click Back to Login
 - Put in your email and TEMPORARY NEW PASSWORD
 - This will take you to your Account
 - Click on the **U MIAMI DIVISION OF CONTINUING & INTERNATIONAL EDUCATION Logo on the top left side of the page**
 - Click on the OLLI tab in the middle of the page.
 - Click on the OSHER drop down menu on the right hand side
 - Click on Coral Gables courses
 - SCROLL DOWN and SELECT YOUR DESIRED CLASS
 - CONTINUE WITH REGISTRATION INSTRUCTIONS FROM “ONCE YOU ARE LOGGED IN”
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- Once you are registered if you want to change your TEMPORARY NEW PASSWORD - go back into your Account
 - Click on Your Profile
 - Click on Edit Username/password
 - Fill in the Change Password Section –
(New password should have at least 10 characters)
 - Click UPDATE
 - YOU HAVE SUCCESSFULLY RE-SET YOUR PASSWORD