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