



# Registration Instructions

updated 11/18/20

Please feel free to contact the OLLI office if you need help. We will be happy to assist you. All the registration steps can be handled by email or phone if that is easier or better for you.

Office email: [olli@sou.edu](mailto:olli@sou.edu)

Office phone: (541) 552-6048

## **Step 1:** If you are a returning member, sign in to your account.

Link to sign in to your account: <https://olli.sou.edu/olliatsou/account/signin.aspx>

—or—

If you are a new member, create an account.

Link to create an account: <https://olli.sou.edu/olliatsou/account/signin.aspx>

—or—

Contact the OLLI office if you are not sure or need help.

## **Step 2:** If you need to purchase an annual membership, add it to your shopping cart.

Link to add a membership to your cart: <https://olli.sou.edu/olliatsou/course/course.aspx?catId=15>

—or—

Skip this step if you have already paid your annual membership fee.

—or—

Contact the OLLI office if you are not sure or need help.

## **Step 3:** Click on courses to browse and add them to your shopping cart.

Link to the course catalog page: <https://olli.sou.edu/olliatsou/course/course.aspx?catId=59>

Tip: To add courses to your shopping cart, you must first sign in (see Step 1) and have either already paid your annual membership fee, or have an annual membership currently in your cart (see Step 2). You can browse courses without signing in or purchasing a membership, but you cannot add them to your cart.

—or—

Contact the OLLI office to register for courses via email or telephone.

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**Step 4:** To make a donation to OLLI at SOU, please visit the Donate page.

Thank you for making a gift to OLLI at SOU. Your gift will help keep membership fees low and program quality high. OLLI at SOU is a nonprofit affiliate of the Southern Oregon University Foundation. Donations are tax deductible to the full extent allowed by law. Our federal tax I.D. number is 23-7030910. All donors will receive a receipt acknowledging their gift.

Link to make a donation: <https://olli.sou.edu/olliatsou/course/course.aspx?catId=93>

—or—

Contact the OLLI office if you need help or have any questions about donations.