INSTRUCTIONS FOR OLLI ONLINE REGISTRATION

Please note: you will only have to create a profile/account the first time you register online. After that, you will only need a username and password to log in to your account. **PLEASE WRITE YOUR PASSWORD SOMEWHERE SO THAT YOU CAN EASILY ACCESS IT.**

Also note: there will be no refunds on Summer 2020 courses.

FIRST TIME USERS:

**Step 1:** Click the link for online registration:
https://csusonoma.augusoft.net/index.cfm?fuseaction=1010&catalogid=2

**Step 2:** Click on the Swimming Pool icon for OLLI Online Summer 2020 to view our courses.

NEED HELP? If you are not able to register online, please contact Chris Alexander at 707-664-2691.
Step 3: Go to **Login/Create an Account** in the upper left corner (in small white print on blue bar)

Step 4: Select **Create New Profile**

Step 5: Make sure **Student Profile (single user)** is selected and click **Submit**.

Step 6: When setting up your profile, you only need to fill in the required fields with an asterisk next to them.  
*Note: your username is your email.*

Step 7: When your profile is complete, click **Continue**. Then on the next page click **Submit**.

Step 8: You should immediately receive an email with subject: **Profile Notice from Sonoma State School of Extended and International Education** confirming your profile is set up. If you do not receive this email your profile was not completed successfully, and you will not be able to add classes to your cart. Please check your spam/junk mail too. You should also see your name in the upper left hand corner of the blue bar stating “Welcome [Your Name]. This also indicates your profile has been completed and you are logged in to register for classes.
Step 9: Once you received your email confirming your profile is set up and confirmed via email, click **Catalogs** on the left margin and select **Osher Lifelong Learning Institute**. Then click on the **Swimming Pool** icon to view class offerings.

Step 10: Select those classes you wish to register for by adding them to your cart.

Step 11: Select **Checkout** in top right corner (in small white print on blue bar).
Step 12: This will take you to a Shopping Cart page where you can view your contact info and the classes you have selected. Click **Agree to Refund Policies** (you may read them first by clicking on **Policies**).

Step 13: Then at the bottom you may either **Add Additional Classes** or **Checkout**.

Step 14: If you choose **Add Additional Classes**, click on the Swimming Pool icon again for a list of OLLI offerings. Add the desired class, then select **Checkout** in top right corner (in small white print on blue bar). **Agree to Refund Policies** for your added class, then click **Checkout**.

Step 15: To check out, select **Credit Card** for method of payment. Click **Continue Check Out** at bottom right hand corner and enter payment information. Then click **Continue Checkout** at the bottom right hand corner again. Then click the **Submit Payment** button at bottom right corner. At this point, your card will be charged, and you will be registered for your selected classes.

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