THIS IS A STEP-BY-STEP GUIDE TO HOW ONLINE REGISTRATION WORKS

This is the main registration page where you can search for courses. Select the current term and the day you are interested in, then click "search."

Note the links at the top of the page: "Home" takes you to Osher's main page; "My Account" takes you to an overview of your account where you can enter info and change your username; and "Change Password" does what it says, as do "Help" and "Log Out."
Welcome to the Osher Online Registration System

Step 1: Login with your temporary username and password
- If you haven’t retrieved your temporary username and password, please click on Forgot Your Password? on the Login Help page, enter your e-mail address and click on Submit. The system will send your username and password via e-mail.
- Once you receive your username and password enter them to the right and click Login.
- After logging in, click My Account above, to display the My Account page. You may delete your system-assigned username and enter a new one if you like, and click Save. If you would like to change your password, click Change Password above and enter a new password. Click Submit.
- Write down your username and password for use in the future!

Step 2: Login to register for courses
It is recommended that you select your courses for each day from the Osher catalog before registering online.
- Enter your personal username and password and click on Login.
- Click the Term drop down box and select the term.
- Click the Day drop down box and select the day. Click on Search.
- If the course is available, click Register to transfer to the Select Members page, then follow the instructions on that page.
- After you return to this page, to register for another course on the same day, click Register for the next course.
- To see courses for another day click on the Day drop down box, select the day, and click on Search.

Please take a moment to click on "My Account" and enter your emergency contact info and indicate your interests and experiences. Doing this will help us better serve you in the future!

* = required field

Term:  

Subject  Course Type  Day
Any  Any  Any

[Search]  Show:  Courses  Bundles
Here are the classes taking place on Monday. You can either click on the title of a class for more information or click on "register" to start the registration process.

This is the "Course Detail" page where you can see a description of the course and the course leader's bio.
You arrive at this page when you click on the title of a class rather than the "Register" link. If you want to take this class, click "Register."

[Image of the registration page for a class titled "EXPRESS YOURSELF IN WRITING" with a description, instructor, and registration link.

This step is a bit redundant for us, as Osher only allows one person per account. This registration system was designed to allow for family-type memberships that you might, for instance, see at a recreation center. As such, there will only ever be one name that you can select on this page.

If this is not a course that you want to take, you can click "Search for more courses" to go back to the search page. Clicking this link will take you away from this page without adding the course to your "shopping cart."
If you DO want this course, select yourself and click "Register" to proceed to the next stage of registration.

The pale yellow box indicates that your selections have been saved - this means that they have been successfully added to your "cart"/saved for "checkout."

The "Search for more courses" option enables you to add more classes to your "cart" before completing your registration. This will ultimately save you time by allowing you to complete the final two steps just once instead of multiple times.

In the box titled "SCHEDULE" you will see the number of courses currently in
your "cart" - a list of these courses will be displayed on the next page.

This is the penultimate page in the registration process. The purpose of this page is to show you a summary of the classes that you are about to register for. To continue the shopping metaphor, this is like the final checkout phase. You MUST click the "Continue" button or you WILL NOT be registered for classes! It's just the same as if you had walked away from the cash register without having your items bagged and receiving a receipt.
This is the page you will see when you successfully complete your registration. Note that the on the right that's titled "SCHEDULE" now says "Courses in schedule: 0." This means that all of the classes you selected previously have been successfully processed and are no longer in your shopping cart (you've checked out and there's nothing left to process.)
Online Registration Guide

This is what the printable registration confirmation looks like.

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This is what the printable registration confirmation looks like.
This is where you can see the courses you're currently registered for (and those that you've taken in the past) - just click on the "My Courses" tab under the "My Account" heading.

This is the second portion of tabs under the "My Account" header; the "Volunteer Options" tab is currently selected.
**Username:** ARGH

**E-mail:** osher.info@rit.edu

**Home Phone:** 555-555-5555

**Mobile Phone:**

**Work Phone:**

**Ext.:**

**Primary Address**

**Address Line One:** 123 TEST Street

**Address Line Two:**

**City:** TEST

**State:** Massachusetts

**Postal Code:** 02134

**Memberships**

- Arts & Lectures: 
- Budget / Finance:
- Course Leadership:
- Course Offerings:
- Marketing Com:
- Media / Communications:
- Member Relations:
- New Member Development:

**Volunteer Options**

Navigation Arrows