Here are the steps to Join OLLI. If you run into trouble please call 706.542.7715 for help between 9:00 - 4:00, Monday through Friday. You can also email olli@uga.edu with your question(s).

1. Go to the OLLI@UGA homepage at http://olli.uga.edu and click on the Join button at the left of your screen.

2. Enter your Primary E-Mail Address. Your email address will become your Login ID. Click Go.

3. You will see the New Member Login Screen. This screen is used to setup your Member Account. All fields with an "*" are Required. You must enter your information into each of these. The other fields are optional but we recommend that you fill them out too.

4. The New Member Login Screen has four sections:
   a. Personal Information – your First, Middle and Last Name plus pull down menus for your Prefix (e.g. Dr.) and Suffix (e.g. Jr.)
   b. Address Information – your Home Address (street), City, Postal (Zip) Code, State and Country. Ignore the Primary Address and Show In Directory check boxes.
   c. eMail Address Information – the Home eMail Address and Primary check box are already filled out. Create your Password. This must be at least 6 characters in length. They can be alphabetical (upper and lower case), numbers and special characters. Re-enter the Password where it says Confirm. Write it down and save it. You will enter it whenever you log into the system in the future.
   d. Additional Information – your demographic data such as Phone Number (Primary and Secondary), Year of Birth, etc. For Interests and Life Experience (activities you have done in your career or as a volunteer) choose as many items as you want. On a PC hold the CTRL key while you click multiple interests or experiences. On a Mac hold the Command key while you click different interests or experiences.

5. When you have finished entering your data click Create Account at the bottom of the screen.

6. You will see the Home Page. Click on Join OLLI at the top left of the screen

7. You will be taken to the Online Store Membership Details screen. This is where you will Purchase Your Membership.

8. If applicable, enter the name of the person who Referred you to OLLI@UGA. Use the pull down field to indicate how you heard about OLLI @UGA (e.g. Newspaper). Note that this is a Required
field. You may also choose to make an optional donation. Click on Add to Cart when you have finished entering your data.

9. You will now see your Online Store Shopping Cart. It contains your membership purchase. Click Check Out at the bottom of the screen.

10. You will see the Checkout Screen where you will make your Payment. Enter your data in the following fields:

   a. Payment Information - pull down menu, choose credit card.
   b. Card Type - pull down menu, choose your card provider. Note that we do not take AMEX.
   c. Credit/Debit – pull down menu, choose your card type – credit or debit
   d. Card Number – enter the credit card number.
   e. Credit Card ID – enter the three digit number on the back of your card.
   f. Card Expiration Date – pull down menu, enter the expiration month and year.
   g. Card Holders Name - enter the name on the card.

11. Click on Purchase Now. Once the processing is approved and completed you will see a Payment Confirmation Screen. You will be sent two emails. One contains the payment information. The other is a Welcome eMail that has information on how to setup your Community Profile and enroll in our Special Interest Groups.

12. If you want register for our current semester classes click on Course Registration at the top of the page. Otherwise click on Logout on the left of the screen.