When you first signed up with OLLI, a student profile was created for you in the UCLA Extension system attached to your name, phone number, email address, and mailing address.

To register for courses online, you must first set up an online UCLA Extension account for yourself, using the same personal information.

To create or login to your online account: [click here](https://www.uclaextension.edu).

Or you can visit [uclaextension.edu](https://uclaextension.edu) and click on "Login" > "Student Login"
Part I: Setting Up Your Online Account

**STEP 1:** To set up your online account for the first time, enter the email address you gave to UCLA Extension in the “I’m A New Student” area of the login page. Then press continue.

**STEP 2:** Enter the following information into the contact form:

*First & Last Name
*Email Address
*Telephone
*Address
*Mailing List Preferences (to receive a hard copy brochure every quarter, make sure to check "Mail" in this section)

**STEP 3:** Check to make sure all your information is correct, then click “Submit” to continue.
Part II: Logging Into Your Online Account

**STEP 1:** Check your email inbox for a confirmation email from UCLA Extension. This email will confirm you have created an online account. It will also include your username and a temporary password.

**STEP 2:** Visit the UCLA Extension login page and input your username and temporary password into the “I’m Already A Student” area. Then click “Continue.”

Once you have completed setting up your username and password, your online account is ready to use!
Part III: Adding Courses to Your Cart

Once you are logged into your online account, you can see all the OLLI courses here: [https://www.uclaextension.edu/osher-ollii/courses](https://www.uclaextension.edu/osher-ollii/courses)

To see only courses available this quarter, make sure to check the “Show Available Courses” box.

For each course you wish to register:

1) Click on the name of the course.

2) Scroll down the page to read more about the course and find the available schedule(s).

3) Click the **Enroll** button to add the course to your shopping cart.

*Repeat this process for every course you wish to add to your shopping cart. You will not be registered until you complete payment (see next 2 pages).*
Part IV: Checking Out (& the Plus Member Discount)

STEP 1: After adding all your courses to your cart, find the shopping cart icon and click on it.

STEP 2: Check the "Apply a Discount" box located under the Options column.

STEP 3: Click on the down arrow to see the drop-down menu.

If that doesn't work, try clicking in the middle of the field.

STEP 4: Select the “OLLI Plus Membership Discount” to get the Plus member rate.

This option will only appear to current OLLI Plus members.

This option will only appear for courses that are eligible for a Plus member discount.
Part V: Paying & Registering for Courses

After you have reviewed your cart and added all applicable discounts, click:  

Note: If you do not have an active OLLI Membership, this is the point where the system will automatically prompt you to add a membership to your cart.

STEP 1: Scroll down and enter your credit card information and billing address.

STEP 2: Scroll down, complete the two questionnaire questions.

STEP 3: Scroll down and review the Policy Confirmation. Then check the agreement box.

Policy Confirmation

- Discounts must be claimed at the time of the enrollment.
- Refund requests will be accepted through the close of business on the final refund date, which is printed on your payment receipt.
- I understand that there is a $30 administrative fee withheld from each course for which I request a refund unless the course is cancelled. I understand that I can request withdrawal from a course prior to the last meeting and sitting for the final exam. I understand that certificate and other miscellaneous fees are non-refundable and agree with the parking permit refund and replacement policy. I have read and understand the policy on student conduct, security and privacy. I approve charging the above indicated amount on my credit card.

*You will receive a confirmation email after you complete checkout from enroll@uclaextension.edu Please check your Junk/Spam folder if you do not see the email in your inbox.*

STEP 4: To finish enrolling, click

To register over the phone or for help with refunds, please call registration at: 310-825-9971, ext. 601

Questions about OLLI? Call the OLLI office at 310-206-2693 or email osher@uclaextension.edu