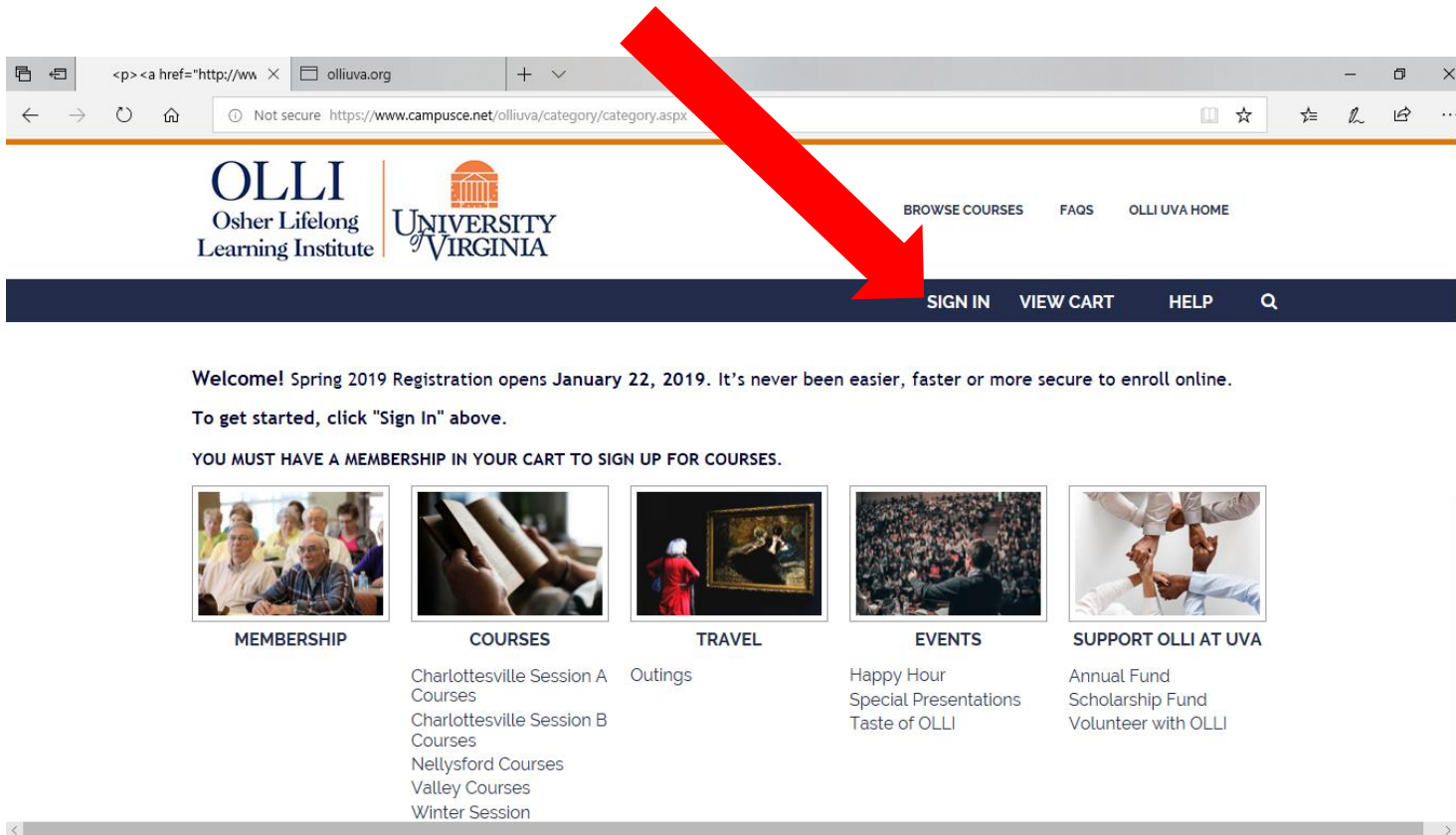


TIP SHEET FOR SIGNING IN TO YOUR ACCOUNT/CREATING A NEW ACCOUNT

Step One: Navigate to olliuva.org. Once there, select “Register/Courses”. From the menu that appears, select “Register Online”. That will bring you to the page illustrated below. From there, click on the **Sign In** button located on the blue navigation bar towards the top of the page.

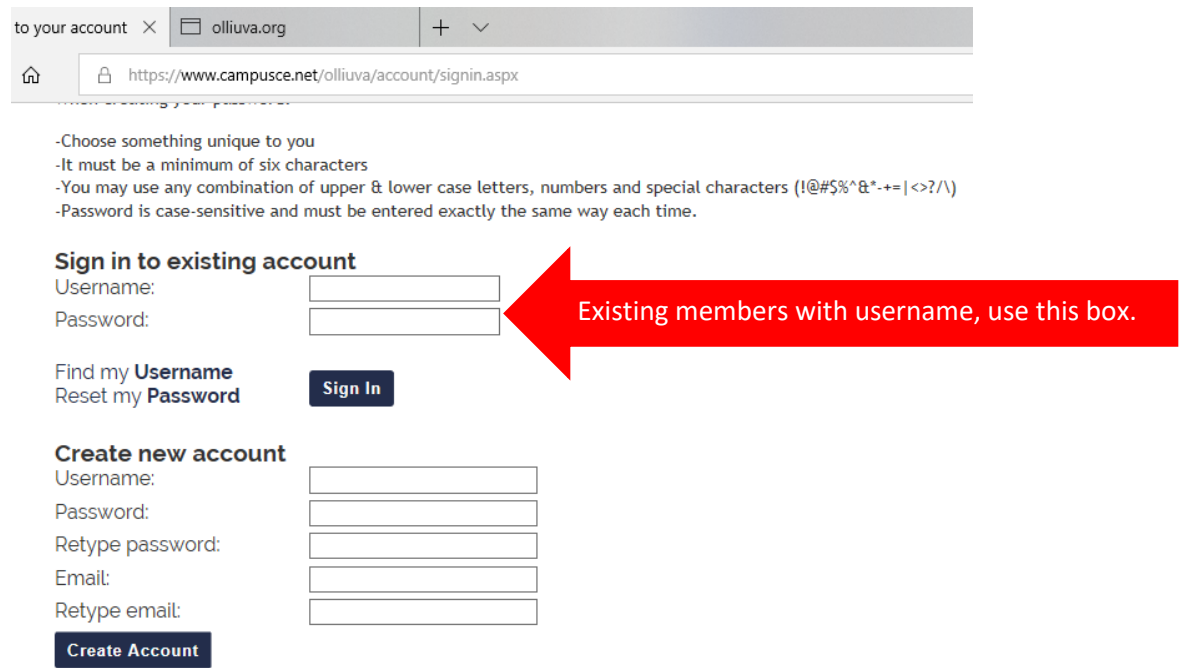


The screenshot shows a web browser window with the URL <https://www.campusce.net/olliuva/category/category.aspx>. The page header includes the OLLI Osher Lifelong Learning Institute logo and the University of Virginia logo. A navigation bar at the top right contains links for BROWSE COURSES, FAQs, and OLLI UVA HOME. A dark blue navigation bar at the bottom of the header contains the links SIGN IN, VIEW CART, HELP, and a search icon. A large red arrow points to the SIGN IN link. Below the navigation bar, the main content area features a welcome message: "Welcome! Spring 2019 Registration opens January 22, 2019. It's never been easier, faster or more secure to enroll online. To get started, click 'Sign In' above." Below this is a notice: "YOU MUST HAVE A MEMBERSHIP IN YOUR CART TO SIGN UP FOR COURSES." The main content is organized into five columns, each with a representative image and a list of items:

- MEMBERSHIP**: Image of a group of people.
- COURSES**: Image of hands holding a book. List: Charlottesville Session A Courses, Charlottesville Session B Courses, Nellysford Courses, Valley Courses, Winter Session.
- TRAVEL**: Image of a person in a red coat. List: Outings.
- EVENTS**: Image of a crowd. List: Happy Hour, Special Presentations, Taste of OLLI.
- SUPPORT OLLI AT UVA**: Image of hands holding a ribbon. List: Annual Fund, Scholarship Fund, Volunteer with OLLI.

Step Two: Once on the sign in page, scroll down.

Returning members (received an email with your username): Use the “Sign in to existing account” section. Enter the Username that was emailed to you.



The screenshot shows a web browser window with the address bar displaying "https://www.campusce.net/olliuva/account/signin.aspx". Below the address bar, there are instructions for password creation: "-Choose something unique to you", "-It must be a minimum of six characters", "-You may use any combination of upper & lower case letters, numbers and special characters (!@#\$%^&*+|=|<>?/\)", and "-Password is case-sensitive and must be entered exactly the same way each time.".

The page is divided into two main sections:

- Sign in to existing account:** This section contains two input fields for "Username:" and "Password:". A red arrow points from the text "Existing members with username, use this box." to the "Username:" input field.
- Create new account:** This section contains four input fields for "Username:", "Password:", "Retype password:", and "Email:", followed by a "Retype email:" field.

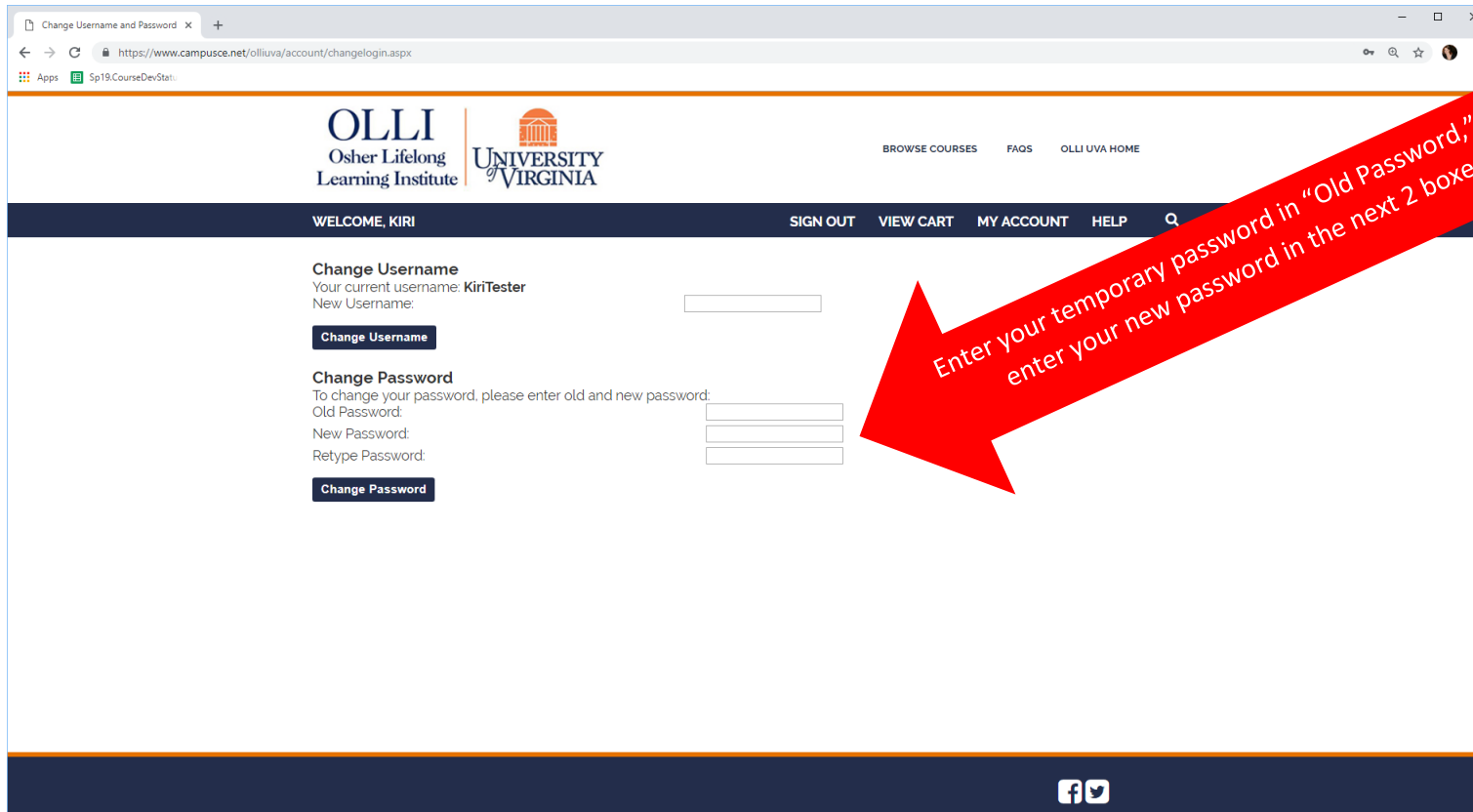
Navigation links include "Find my Username", "Reset my Password", and "Sign In" (a dark button). The "Create Account" button is also a dark button.



If this is your first time signing in on this site, click “Reset my Password.”

On the next screen, enter your username and email address and a temporary password will be sent to your email address. Click the link in your email message, which will bring you back to the Sign In page, where you will be prompted to reset your password when you enter your username and click Sign In.

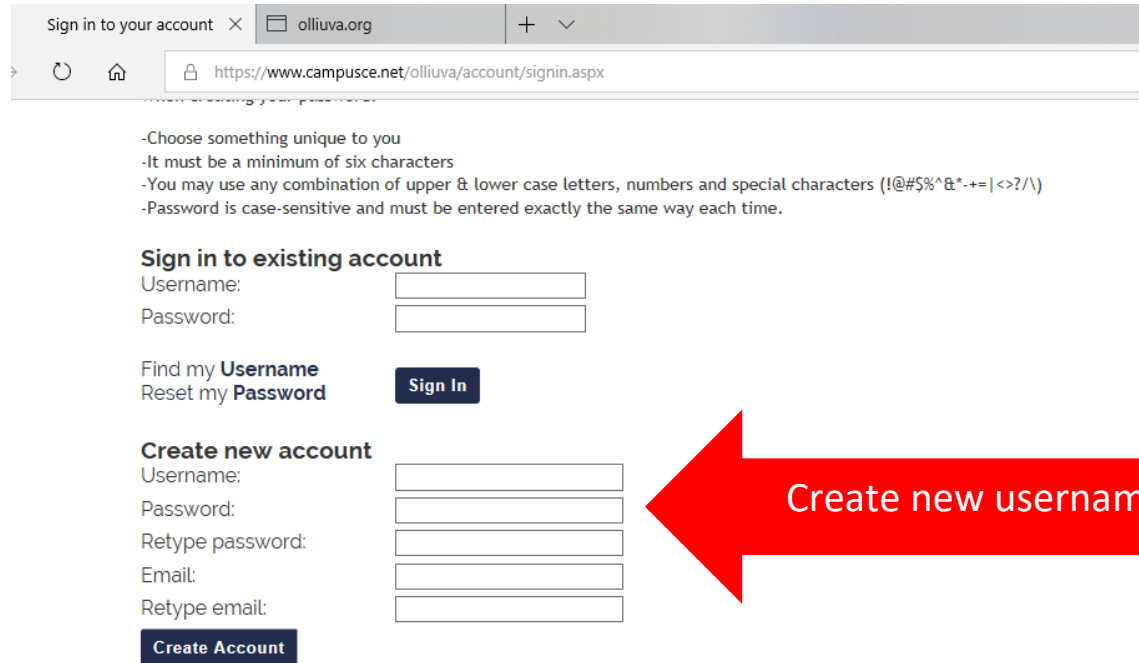
Enter your username again and copy/paste or type the temporary password from your email into the “old password” box and pick a new password. After successfully selecting a new password, and clicking “**Change Password**” you will be signed in. From here you can begin to register for courses once registration begins.



The screenshot shows a web browser window with the URL <https://www.campusce.net/olliuva/account/changelogin.aspx>. The page header includes the OLLI Osher Lifelong Learning Institute logo and the University of Virginia logo. Navigation links include BROWSE COURSES, FAQs, and OLLI UVA HOME. A dark blue navigation bar contains WELCOME, KIRI, SIGN OUT, VIEW CART, MY ACCOUNT, and HELP. The main content area has two sections: "Change Username" and "Change Password". The "Change Username" section shows the current username "KiriTester" and a "New Username:" input field with a "Change Username" button. The "Change Password" section prompts the user to enter old and new passwords, with fields for "Old Password:", "New Password:", and "Retype Password:", and a "Change Password" button. A large red arrow points from the right side of the page towards the "Old Password" and "New Password" input fields, with the text "Enter your temporary password in 'Old Password,' then enter your new password in the next 2 boxes."

New to OLLI or did not receive an email with your username?

Follow Steps 1 and 2 above. Once on the “Sign In” page, fill in the “Create New Account” section.



Sign in to your account × olliuva.org + ▾

https://www.campusce.net/olliuva/account/signin.aspx

- Choose something unique to you
- It must be a minimum of six characters
- You may use any combination of upper & lower case letters, numbers and special characters (!@#5%^&*-=|<>?/\)
- Password is case-sensitive and must be entered exactly the same way each time.

Sign in to existing account

Username:

Password:

Find my **Username**
Reset my **Password**

Create new account

Username:

Password:

Retype password:

Email:

Retype email:

← Create new username and password here

After entering the necessary information, you will be signed in and may begin registering for courses once registration begins. You will receive an email confirming your account creation. Save this email as it contains your username and a link to sign in. You will also receive a separate email with the password your selected. These are sent separately for security purposes.

QUESTIONS: olliuva@virginia.edu or 434-923-3600