Your OLLI Account

Your OLLI Account is the key to interacting with the OLLI Online Course Catalog. Once you have established your account, you will be able to join in one or more semesters and register for courses.

A prerequisite for establishing an account is for you to have an active email address.

There are several procedures you will need to follow in order to establish and maintain your account. These are:

- Create your Account – Pg 1 - 2
- Sign In – Pg 2
- Recover forgotten Username or Password - Pg 3
- Manage your Profile – Pg 4 - 5
- Manage your Username/Password – Pg 6

These procedures are described below.

Create your Account

This procedure should be done only once. If you have ever taken a class at OLLI, chances are you already have an account. In that case, you should proceed to the Sign In procedure. If there is any doubt as to whether or not you have an account, contact the office at OLLI before creating what may turn out to be a second account.
The part of the Sign In page used to create a new account is shown at right.

Choose a **Username** and enter it where indicated.

Choose a **Password** and insert it in both indicated places.

Enter your **email** address in both indicated places.

Then click the **Create account** button. This will take you to the Profile page so you can enter the required profile data.

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**Sign In**

The part of the Sign In page used for actually signing in is shown on the right.

Enter your **Username** and **Password** where indicated and click the **Sign in** button. This will take you to the Course Catalog where you can begin to select your classes.

If you cannot remember them, simply click **Forgot your user name or password?** and you will be taken to the Recovery page.
Recovering Username or Password

To recover either your Username or Password, you must use the email address that was used to establish your account.

If you don’t remember your Username, you can enter the email address and click the Recover Username button. An email will be sent to you with your Username.

If you don’t remember your Password, enter your Username and email address and click the Recover Password button. An email will be sent to you with a new Password which you can use to sign in. Once signed in, you will be able to replace the Password with one of your own choosing.

If you’ve forgotten your username:
Enter the email address you used for registration.

If you’ve forgotten your password:
Enter the email address and username you used for registration.
Manage your Profile

When you sign in you are taken to the Course Catalog page. The first time you sign in, you should make sure your profile is correct and up to date.

To view and update your profile, click on My Account. This will take you to the Account Overview page.

On the Account Overview page, click on My Profile. This will take you to the Profile page.

(Note the other selections available to manage different aspects of your account)
The first part of the Profile page is shown to the right. Enter as much information as you are willing to share. Fields noted with an * are required.

When you have entered all of your data, click on the `Save Changes` button at the bottom of the page.

When initially creating your profile, the button is named `Submit`.

## Required fields are indicated by an asterisk (*)

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### Additional Questions:
Manage Your Username or Password

This page allows you to change your Username and/or Password.

Enter the data and click the corresponding button.

Your current username: JohnQStudent

New Username: 

Change Username

Change Password

To change your password, please enter old and new password:

Old Password: 

New Password: 

Confirmed Password: 

Change Password